

August, 2003

## UNCLAIMED PROPERTY HOLDER PACKET

### To: Holders of Unclaimed Property

This packet is designed to provide the holder of Unclaimed Property with the information needed to report, pay and/or deliver abandoned property to the State Treasurer. The statute (Public Laws of 1989, Chapter 58; New Jersey Statutes 46:30B-1 et seq.) should be referenced for a complete statement of the law and its various details. The State reserves the right to alter or supplement any statement made in this packet.

**IT IS IMPERATIVE THAT YOU READ THIS ENTIRE PACKET BEFORE PREPARING YOUR 2003 HOLDER REPORT.**

The State of New Jersey is now using an automated process for payment of claims. The Property Type Code that is reported now generates documentation criteria automatically. Therefore, the correctness of the property type code is critical to claim repayment. There are some National Association of Unclaimed Property Administrators (NAUPA) Codes that NJ does not accept, these are listed as well. If you have a question about correct Property Type code please call the Holder Reporting Section at (609) 984-5214.

For Holders who are reporting \$50,000 or more a Fed Wire Transfer is required. Do not use the ACH system. You must call the Securities Section at (609) 984-8236 to assure proper credit to your account. Please see Section III "Payment and Delivery of Unclaimed Property."

All financial institution reporting **MUTUAL FUNDS** must file a report with their annual delivery of shares. The present practice of transfer without reports at random intervals throughout the year is no longer acceptable. A C.U.S.I.P. number identifying each fund is imperative.

The State of New Jersey will continue to use two bytes for the year designation on all reports. The State of New Jersey can not process any reports on diskette at this time. In addition, **the State of New Jersey will no longer be accepting Magnetic Tapes.** All Holders who normally report on Magnetic Tape are now required to report **ONLY** with 3490 Cartridge. If you should have any question, please call the Holder Reporting Section at (609) 984-5214.

**\*NOTE: THE STATE OF NEW JERSEY DOES NOT HAVE RECIPROCAL AGREEMENTS WITH ANY OTHER STATE.**

**The Internet can also be used to access the following:**

**New Jersey Statutes**

<http://www.njleg.state.nj.us> – click on the statutes link

**Unclaimed Property**

<http://www.state.nj.us/treasury/taxation/>

**August, 2003**

**To Holders**

The report section is experiencing a large number of calls from owners with claim questions rather than reporting questions. To correct and better serve claimants who are claiming property, and to expedite the claims process or the reporting questions please follow the steps below:

**1) Claim Questions**

Please have the owners write to the address listed below.

**Department of Treasury  
Unclaimed Property  
P O Box 214  
Trenton, NJ 08695  
Attention: Claim Section**

Any questions please call **609-292-9200 or 609-777-1652**

**2) Reporting Questions**

Contact the report section at **609-984-5214**

All Holders are advised to please **include step number 1** to your correspondence with owners who have been reported. In addition, add the address and phone numbers in your due diligent letters each year so that the owners become familiar with the steps. Thank you for your cooperation with this procedure, any questions please call Massi Calcagno at 609-984-5214.

Yours truly,

Massi Calcagno  
Supervising Auditor

## Unclaimed Property Holder Reporting Packet

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### **Forms:**

Form UP-1

Form UP-2

## STATE OF NEW JERSEY GENERAL REPORTING REQUIREMENTS

### I. Conditions for Reporting

In general, three conditions must be satisfied before any unclaimed property is reported and turned over to the State Treasurer:

#### 1. Presumption of Abandonment

Property that has remained unclaimed by the owner for a certain period of time, as specified in the Unclaimed Property Statute. *Examples of typical properties are given on pages 6,7 and 8.*

#### 2. Address Requirement

The last known address of the owner of the abandoned property is in the State of New Jersey. For additional conditions **please see page 5 for statutory language** regarding address requirement. In addition, please note that the State in which the intermediary is incorporated has the right to escheat funds belonging to beneficial owners who cannot be identified or located. (See *Delaware v. New York*, 114 S.Ct. 2670 (1993)).

#### 3. Notice to Apparent Owners

If the amount of the unclaimed property is \$50.00 or more, the holder shall send notification by certified mail and return receipt requested R.S.46:30B-50 written notice to the apparent owner at the last known address. This notice should inform the owner that the holder is in possession of unclaimed property that will be turned over to the State Treasurer unless the owner claims it from the holder before the report is filed. This notice to apparent owners should be mailed not more than 120 days nor less than 60 days before filing the report.

### II. Reports and Content

Specific instructions for the UP-1 and UP-2 are attached. Listed are items of particular concern.

- A properly completed report must include your Federal Tax Identification number on the Holder Summary (Form UP-1) and the owner details required for the determination of entitlement to property on Owner Information (Form UP-2). The appropriate business code must be listed for each report on Form UP-1.
- Unreadable or incomplete reports will be construed as noncompliance and returned for presentation in an acceptable format. This may result in the application of appropriate charges.
- One original page of the Owner Information (Form UP-2) is being supplied with instructions. Please photocopy additional pages as necessary for your report. Computer generated formats are acceptable if approved by the Holder Reporting Section. If reporting by Magnetic Media, please see Magnetic Media Specifications.

- The Holder Packet provides examples of commonly reported scenarios. They are Cash, Insurance, Securities, Bonds and Trust. If you have questions or a more complex property to report, contact the Holder Reporting Section at (609) 984-5214.

### III. Payment and Delivery of Unclaimed Property

At the time of filing the report, the holder must turn over to the State Treasurer all of the property remaining unclaimed. This remittance and report should include all applicable interest/dividend/income/corporate actions to the date of the report **not to the date of the end of the abandonment cycle**. Payment must accompany the report. All cash remittances are to be made payable to "Treasurer, State of New Jersey."

Securities should be submitted free receipt via **DTC** whenever possible. They must be re-registered in New Jersey's nominee name " Neary Penco". Dividend Reinvestment Plan must be paid in statement form in order to maintain the integrity of the Dividend Reinvestment Plan. For free receipt via DTC instructions or dividend reinvestment plan information, please call (609) 984-8236.

New Jersey Unclaimed Property is requiring **Wire Transfer** for all payments of \$50,000 or more. When utilizing a wire transfer, a copy of your transmittal should be attached to your Report to verify payment.

**Broker Reports** are a unique environment regarding unclaimed property reporting. Each brokerage firm reports securities differently. Because of these variations, New Jersey Unclaimed Property has been experiencing difficulties in paying rightful owners promptly. This year, we are establishing a procedure to enable simplification and uniformity of reporting. It is of utmost importance that you follow this procedure.

The Unclaimed Personal Property Report shall be filed with payment **before November 1**, of each year as of the preceding June 30, and the Unclaimed Life Insurance Report shall be filed **before May 1**, of each year as of the preceding December 31. Failure to meet this requirement will result in statutory interest and penalties. Pursuant to P.L. 1989, Chapter 58 Uniform Unclaimed Property Act, the consequences are as follows:

**46:30B-103. "Interest Payable For Failure To Pay Or Deliver Property In Time."** A person who fails to pay or deliver property within the time prescribed by this chapter shall pay the administrator interest at the annual rate of 10% above the annual rate of discount in effect on the date the property should have been paid or delivered, for the most recent issue of 52-week United States Treasury Bills on the property or value thereof from the date the property should have been paid or delivered."

**46:30B-104. "Penalty for failure to render report or perform other duties."**

Except as otherwise provided in R.S.46:30B-105 or 46:30B-105.1, a "holder who fails to report, pay or deliver property within the time prescribed by chapter 30B of Title 46 of the Revised Statutes, or fails to perform other duties imposed by that chapter, shall pay to the administrator, in addition to the interest as provided in R.S. 46:30B-103, a civil penalty of \$200 for each day the report, payment, or delivery is withheld, or the duty is not performed, up to a maximum of \$100,000."

**46:30B-105. "Penalty for willful failure to report, pay or deliver property."** A holder who willfully fails to report, pay, or deliver property within the time prescribed by chapter 30B of Title 46 of the Revised Statutes, shall pay to the administrator, in addition to the interest provided in R.S.46:30B-103, a penalty of \$1,000 for each day the report, payment, or delivery is withheld, or the duty is not performed, up to a maximum of \$250,000, plus 25% of the value of any property that should have been but was not reported. For the purpose of this section, a willful failure to report includes the filing of a report which is plainly inaccurate, incomplete, or out of balance and the same is not corrected by the holder within six months after its original due date.

#### **IV. Release of Liability**

A holder who pays and delivers property to the State of New Jersey in good faith is relieved of all liability to the extent of the money paid or property delivered.

#### **V. Advertising of Unclaimed Property**

After the receipt of the report, the State Treasurer will publish a listing of the apparent owners of unclaimed property in a newspaper of general circulation in the county of the last known address of the owner.

#### **VI. Compliance Audits**

The State Treasurer's audit staff conducts periodic examinations of the records of a holder to insure and assist compliance with the State's unclaimed property program.

#### **VII. Retention of Records**

Every holder must maintain records of its unclaimed property for 5 years after the property has been reported and turned over to the State Treasurer. In addition to the records, magnetic media should be retained for two years after the report is filed.

#### **VIII. Magnetic Media Reporting**

The State of New Jersey is requiring holders reporting more than **100** records to do so on magnetic media. Any other holders wishing to submit on magnetic media are encouraged to do so. Instructions and specifications are enclosed. Please see Magnetic Media Specifications. Any questions can be directed to the Holder Reporting Section at (609) 984-5214.

#### **IX. Property Type Codes**

The property type code selected should accurately reflect the type of property being reported. These codes determine the documentation required from the claimant. It cannot be emphasized enough how critical correct reporting of property types is to the claim process. As mentioned previously, please refer to the property type codes.

**46:30B-10. Further conditions to be satisfied to subject property to custody.**

“ To subject property to the custody of this State as unclaimed property, the following conditions shall be also satisfied:

- a. The last known address, as shown on the records of the holder, of the apparent owner is in this State.
- b. The records of the holder do not reflect the identity of the person entitled to the property and it is established that the last known address of the person entitled to the property is in this State;
- c. The records of the holder do not reflect the last known address of the apparent owner, and it is established that:
  - (1) The last known address of the person entitled to the property is in this State, or
  - (2) The holder is a domiciliary or a government or governmental subdivision or agency of this State and has not previously paid or delivered the property to the state of the last known address of the apparent owner or other person entitled to the property;
- d. The last known address, as shown on the records of the holder, of the apparent owner is in a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property and the holder is a domiciliary or a government or governmental subdivision or agency of this State;
- e. The last known address, as shown on the records of the holder, of the apparent owner is in a foreign nation and the holder is a domiciliary or a government or governmental subdivision or agency of this State; or
- f. The transaction out of which the property arose occurred in this State, and
  - (1) The last known address of the apparent owner or other person entitled to the property is unknown, or
  - (2) The last known address of the apparent owner or other person entitled to the property is in a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property, and
  - (3) The holder is a domiciliary of a state that does not provide by law for the escheat or custodial taking of the property or its escheat or unclaimed property law is not applicable to the property.”

**UNCLAIMED PROPERTY - ABANDONMENT TABLE**

| <b>PROPERTY</b>  | <b>PRESUMED ABANDONED</b>           |   |
|--|-------------------------------------|---|
|  | <b><u>OLD</u></b>                   | <b><u>NEW</u></b>                                       |
| Non-Governmental Bonds                                 | 5 years                             | 3 years after Maturity                                  |
| Governmental Entity – Bonds and other Intangible Items | 1 year                              | 1 year  |
| Checks, Drafts, Certified Checks                       | 5 years                             | 3 years   |
| Credit Memos   | 5 years                             | 3 years after payable                                   |
| Dividends  | 5 years                             | 3 years   |
| Money Orders   | 7 years                             | 7 years   |
| Proceeds to dissolution                                | 1 year                              | 1 year after date of final distribution                 |
| Safe Deposit Box Contents                              | 5 years                             | 5 years after lease/rental expiration                   |
| Savings, Time & Demand Deposits                        | 10 years                            | 3 years   |
| Travelers Checks                                       | 15 years                            | 15 years  |
| Undelivered Shares                                     | 5 years                             | 3 years   |
| Underlying Shares and Bonds (NEW)                      | 7 years and 7 dividend distribution | 3 years and 3 dividend distribution                     |
| Unexchanged Shares                                     | 5 years                             | 3 years   |
| Utility Deposits                                       | 1 year                              | 1 year after service ends                               |
| Wages  | 1 year                              | 1 year  |
| All other Intangible Property                          | 5 years                             | 3 years   |
| Non-Dividend Paying Securities (NEW) And Mutual Funds  | 5 years                             | 3 years after Second Mailing is returned by Post Office |



**UNCLAIMED PROPERTY - ABANDONMENT TABLE (Cont.)**

| <b>PROPERTY</b>                              | <b>PRESUMED ABANDONED</b> |   |
|--|---------------------------|---|
|  | <b><u>OLD</u></b>         | <b><u>NEW</u></b>   |
| Class Actions Proceeds (NEW)                 | 5 years                   | 1 year after initial Distribution date  |
| Demutualization (NEW)                        | 5 years                   | 3 years after the earlier of:<br>The date of the distribution,<br>or the date of the last contact<br>With policy holder |
| Retirement Account or Plan                   | 5 years                   | 3 years after the earliest<br>of the date of the<br>distribution or attempted   |
| Non Traditional Retirement<br>Account (Roth) | NEW                       | 3 years after the date of<br>the second mailing of a<br>returned statement or other<br>notification.                    |

## UNCLAIMED PROPERTY ABANDONMENT TABLE LIFE INSURANCE

| PROPERTY  | PRESUMED ABANDONED     |   | BENEFICIARY FORMS   |
|---|------------------------|---|---|
|   | OLD                    | NEW   |   |
| Funds held or owing<br>Under any life or<br>Endowment policy or<br>Annuity contract | 5 years<br><br>5 years | 3 years after policy has matured<br>or terminated and is due<br>or<br>3 years after the insured has<br>Died<br>Or<br>Insured has attained the limiting<br>Age under mortality tables and<br>There are no assignments,<br>Readjustments, premium<br>Payments, loans or written<br>Communication in the last two<br>years | Commencing 4/4/1991<br>every change of<br>beneficiary form must<br>include:<br>Name and address of<br>beneficiary and<br>relationship of the<br>beneficiary to the<br>insured |

## UNCLAIMED PROPERTY UP-1 HOLDER INFORMATION INSTRUCTIONS

**Unclaimed Personal Property** - An Unclaimed Personal Property Report must be filed, by general business and financial institutions, **before November 1** for unclaimed property appearing on the holder's records as of the preceding June 30.

**Unclaimed Life Insurance** - An Unclaimed Life Insurance Report must be filed, by life insurance companies, **before May 1** for unclaimed funds held under a life or endowment policy, and any unclaimed personal property appearing on the holder's records as of the preceding December 31.

**Negative reports are required. A UP-1 or a company letter, signed by an officer, stating that they have no unclaimed property to report is sufficient.**

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**HOLDER'S FEDERAL EMPLOYER TAX ID NO:** Enter the Federal taxpayer identification number of the holder.

**BUSINESS CODE:** Enter the appropriate four-digit business code using the information from the attached packet.

**HOLDER NAME:** The full entity name must be entered.

**HOLDER ADDRESS:** Enter the holder's current address where future forms should be mailed. The address of the organization or institution preparing the report if other than the holder should not be entered.

**REPORT CONTACT INFORMATION:** Identify the party to be contacted regarding the report content.

**SUBSIDIARIES:** Identify the names and Federal Tax ID number of the companies.

**SUCCESSOR:** Identify the names and Federal Tax ID number of the previous holders.

**REPORT TOTALS:** Enter the total cash remitted/reported and securities remitted/reported for magnetic media and/or report. Enter the number of items reported on magnetic media and/or report form UP-2. Enter the number of tapes, which represent the report, or the number of pages of UP-2 information.

### **SECURITIES**

**SPLIT:** Identify all the splits included in the remittance of this report. The date(s) of occurrence must be completed.

**SPIN-OFF:** Identify all spin-offs included in the remittance of this report. The date(s) of occurrence must be completed.

**CERTIFICATION:** This must be signed and dated by an appropriate officer of the Reporting Entity.

## UNCLAIMED PROPERTY UP-2 OWNER INFORMATION INSTRUCTIONS

(OMIT ALL PUNCTUATION)

The Holder must make the number of photocopies necessary to accommodate owner records being reported. Please review the photocopies to ensure they are of readable quality. The original forms should be submitted to the State and the Holder must retain a copy for their records.

**HOLDER INFORMATION:** Enter the full entity name as entered on the Holder Information UP-1 form. Indicate page reference and date of report period in the appropriate areas.

BOX #

- 1 **OWNER NAME:** Enter the last name, first name, middle initial of the owner of the property. Add suffixes as they appear on the records of the holder (ex. Jr., Sr., III, etc.) Omit "The" when it is the first word of a corporate or entity name. An entity name may continue into the first name field (DO NOT SPLIT THE NAME OF THE COMPANY). If the name is unavailable, enter "Unknown."
- 2 **TAXPAYER ID/SS#:** Enter the owner's Social Security number. If the owner is a company enter the appropriate Federal Taxpayer ID number.
- 3 **NO. OF OWNERS:** Use this block only if there are 2 or more owners. Enter the number of owners.
- 4 **OWNERSHIP TITLE:** Enter the full ownership title if there are two or more owners.  
Example: Joe Doe and Mary Doe JT or Margaret Dixon as Custodian for Jean Dixon UGMA NJ
- 5 **OWNER ADDRESS STREET 1, STREET 2,CITY:** Enter the last known address. If unknown, leave blank.  
**STATE:** Enter the two letter abbreviation, as used by postal authorities.  
**ZIP:** Enter the 5 digit US Postal Service zip code. Include the 4 digit supplementary zip code if known.  
**COUNTRY:** Enter only if it is not the United States.
- 6 **PROPERTY TYPE CODE:** Enter the appropriate code as shown on the Property CodeTable.
- 7 **PROPERTY ID NUMBER:** Enter the number by which the holder identifies the abandoned property, for *example: Insurance policy number, Account number, Check number.*
- 8 **DATE (MMDDYY)**
- 9 **CASH REPORTED:** Enter the cash or check amount being reported. Each property must be listed separately.

- 10     **SECURITIES REPORTED:** Enter number of shares reported
- 11     **TRANSFER METHOD:** Enter “P” for physical and “T” for book entry
- 12     **OWNER CUSIP NO:** Enter Cusip# on security remitted to State
- 13     **OWNER CERTIFICATE NO:** Enter certificate number of securities in owner’s possession
- 14     **DATED DATE OF REMITTED SECURITY:** Enter transfer date that appears on the certificate remitted to the State.
- 15     **DESCRIPTION OF PROPERTY/ISSUE NAME:** Enter any other information pertinent to the property being reported.
- 16     **CASH DIVIDEND:** Enter date ranges of reported dividends

**NOTE: AGGREGATE (Items under \$50.00)**

## **PROPERTY TYPE CODE HINTS**

Some property types are not specifically covered within our listing; however, there are alternate codes that for claim documentation purposes are equivalent. Below, please find the most frequently questioned items.

- **ANY ESCROW ACCOUNTS (EXCEPT FOR COURT DEPOSITS)**  
**USE CODE AC02 - SAVINGS ACCOUNT.**
- **CLUB CHECKS (i.e. VACATION, GIFT CHECKS, UNIDENTIFIED DEPOSITS)**  
**USE CODE MS16 - MISCELLANEOUS OUTSTANDING CHECKS.**
- **INTEREST CHECKS (NOT RELATED TO SECURITIES/BONDS)**  
**USE CODE MS16 - MISCELLANEOUS OUTSTANDING CHECKS.**
- **CREDIT BALANCES (NOT RELATED TO SECURITIES/BONDS)**  
**USE CODE MS11 - REFUNDS DUE.**
- **UTILITIES CREDIT MEMOS**  
**USE CODE UT03 - REFUNDS OR REBATES RELATED TO UTILITIES.**
- **RENT DEPOSITS**  
**USE CODE AC06 - SECURITY DEPOSITS.**
- **UNIDENTIFIED INSURANCE FUNDS**  
**USE CODE IN06 - UNIDENTIFIED REMITTANCES.**
- **ALL MINERAL PROCEEDS OR ROYALTIES**  
**USE CODE M102 - ROYALTIES.**
- **CONDEMNATION AWARD**  
**USE CODE CT05 - OTHER COURT DEPOSITS.**
- **WORKMAN'S COMPENSATION FUNDS**  
**USE CODE MS01 - WAGE, PAYROLL, SALARY.**
- **PROPERTY USED AS COLLATERAL SHOULD RELATE TO ORIGINAL PROPERTY (i.e. IF A SAVINGS ACCOUNT IS USED AS A LOAN COLLATERAL)**  
**USE CODE AC02 - SAVINGS ACCOUNT.**

**BROKERS SHOULD CALL HOLDER REPORT SECTION IF THERE ARE ANY QUESTIONS ON CODING SECURITIES AFTER YOU REVIEW THE SECURITY DEFINITIONS.**

**ATTENTION: THERE IS A NEW PROPERTY TYPE CODE SC 29 FOR UNDELIVERABLE SECURITIES.**

## PROPERTY TYPE CODES

| CODE                        | DESCRIPTION   |
|-----------------------------|---|
| <b>ACCOUNT BALANCES DUE</b> |   |
| AC01                        | CHECKING ACCOUNTS                                       |
| AC02                        | SAVINGS ACCOUNTS  |
| AC03                        | MATURED CD OR SAV CERT                                  |
| AC04                        | CLUB ACCOUNT  |
| <b>AC05</b>                 | <b>NOT FOR USE IN THE STATE OF NJ</b>                   |
| AC06                        | SECURITY DEPOSIT  |
| <b>AC07</b>                 | <b>NOT FOR USE IN THE STATE OF NJ</b>                   |
| <b>AC08</b>                 | <b>NOT FOR USE IN THE STATE OF NJ</b>                   |
| AC40                        | <i>INTESTATE ESTATE MONIES</i>                          |
| AC99                        | AGGREGATE ACCOUNT BALANCES UNDER <b>\$50.00.</b>        |
| <b>BONDS</b>                |   |
| SC14                        | DEBENTURES  |
| <i>SC40</i>                 | <i>BEARER BOND INTEREST(NO CHECK ISSUED)</i>            |
| <i>SC41</i>                 | <i>BEARER BOND INTEREST CHECK</i>                       |
| <i>SC42</i>                 | <i>BEARER BOND PRINCIPAL(NO CHECK ISSUED)</i>           |
| <i>SC43</i>                 | <i>BEARER BOND PRINCIPAL CHECK</i>                      |
| <i>SC45</i>                 | <i>REGISTERED BOND INTEREST(NO CHECK ISSUED)</i>        |
| <i>SC46</i>                 | <i>REGISTERED BOND INTEREST CHECK</i>                   |
| <i>SC47</i>                 | <i>REGISTERED BOND PRINCIPAL (NO CHECK SSUED)</i>       |
| <i>SC48</i>                 | <i>REGISTERED BOND PRINCIPAL CHECK</i>                  |
| SC49                        | <i>REGISTERED BOND - MISCELLANEOUS ACCOUNT BALANCES</i> |
| <b>CHECKS</b>               |   |
| CK01                        | CASHIER CHECK   |
| CK02                        | CERTIFIED CHECKS  |
| CK03                        | REGISTERED CHECKS                                       |
| CK04                        | TREASURER'S CHECKS                                      |
| CK05                        | DRAFTS  |
| <b>CK06</b>                 | <b>NOT FOR USE IN THE STATE OF NJ</b>                   |
| <b>CK06</b>                 | <b>NOT FOR USE IN THE STATE OF NJ</b>                   |
| CK07                        | MONEY ORDERS  |
| CK08                        | TRAVELERS CHECKS  |
| CK09                        | FOREIGN EXCHANGE CHECKS                                 |
| CK10                        | EXPENSE CHECKS  |
| CK11                        | PENSION CHECKS  |
| <b>CK12</b>                 | <b>NOT FOR USE IN THE STATE OF NJ</b>                   |
| CK13                        | VENDOR CHECKS   |
| CK14                        | CHECKS WRITTEN OFF TO INCOME                            |
| CK15                        | OTHER OUTSTANDING OFFICIAL CHECKS                       |
| CK16                        | CD INTEREST CHECKS                                      |
| CK99                        | AGGREGATE UNCASHED CHECKS UNDER <b>\$50.00.</b>         |

## PROPERTY TYPE CODES (Cont.)

| <i>CODE</i>                             | <i>DESCRIPTION</i>                                       |
|---|--|
| <b>COURT DEPOSITS</b>                   |  |
| CT01                                    | ESCROW FUNDS   |
| <b>CT02</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| CT03                                    | MISSING HEIRS FUNDS                                      |
| <b>CT04</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| CT05                                    | OTHER COURT DEPOSITS                                     |
| <i>CT06</i>                             | <i>BAIL MONEY</i>  |
| <i>CT07</i>                             | <i>SURROGATE MINOR</i>                                   |
| <i>CT08</i>                             | <i>SURROGATE /ESTATE</i>                                 |
| <i>CT40</i>                             | <i>CHILD SUPPORT</i>                                     |
| CT99                                    | AGGREGATE COURT DEPOSIT UNDER <b>\$50.00</b>             |
| <b>INSURANCE</b>                        |  |
| IN01                                    | INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENT              |
| IN02                                    | GROUP POLICY BENEFIT CLAIM PAYMENTS                      |
| IN03                                    | PROCEEDS DUE BENEFICIARIES                               |
| IN04                                    | PROCEEDS FROM MATURED POLICIES, ENDOWMENTS,<br>ANNUITIES |
| IN05                                    | PREMIUM REFUNDS  |
| IN06                                    | UNIDENTIFIED REMITTANCES                                 |
| IN07                                    | OTHER AMOUNTS DUE UNDER POLICY TERMS                     |
| IN08                                    | AGENT CREDIT BALANCES                                    |
| IN99                                    | AGGREGATE INSURANCE PROPERTY UNDER <b>\$50.00.</b>       |
| <b>MINERAL PROCEEDS &amp; INTERESTS</b> |  |
| <b>MI01</b>                             | <b>NOT IN USE IN THE STATE OF NJ</b>                     |
| MI02                                    | ROYALTIES  |
| <b>MI03</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| <b>MI04</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| <b>MI05</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| <b>MI06</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| <b>MI07</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| <b>MI08</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| <b>MI09</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| <b>MI99</b>                             | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |



## PROPERTY TYPE CODES (Cont.)

| CODE   | DESCRIPTION  |
|--|--|
| <b>MISC. CHECKS<br/>&amp; INTANGIBLE PERSONAL PROPERTY</b> |  |
| MS01   | WAGE, PAYROLL, SALARY                                  |
| MS02   | COMMISSIONS  |
| MS03   | NOT FOR USE BY THE STATE OF NJ                         |
| MS04   | NOT FOR USE BY THE STATE OF NJ                         |
| MS05   | CUSTOMER OVERPAYMENTS                                  |
| MS06   | NOT FOR USE IN THE STATE OF NJ                         |
| MS07   | NOT FOR USE IN THE STATE OF NJ                         |
| MS08   | ACCOUNT PAYABLE  |
| MS09   | NOT FOR USE IN THE STATE OF NJ                         |
| MS10   | NOT FOR USE IN THE STATE OF NJ                         |
| MS11   | REFUNDS DUE  |
| MS12   | NOT FOR USE IN THE STATE OF NJ                         |
| MS13   | NOT FOR USE IN THE STATE OF NJ                         |
| MS14   | PENSION & PROFIT SHARE PLANS (IRA, KEOGH)              |
| MS15   | DISSOLUTION OR LIQUIDATION                             |
| MS16   | MISC. OUTSTANDING CHECKS                               |
| MS17   | MISC. INTANGIBLE PROPERTY                              |
| MS18   | NOT FOR USE IN THE STATE OF NJ                         |
| MS99   | AGGREGATE MISC. PROPERTY<br>UNDER <b>\$50.00</b>       |
| <b>SAFE DEPOSIT BOXES AND SAFE KEEPING</b>                 |  |
| SD01   | SAFE DEPOSIT BOX CONTENTS                              |
| SD02   | OTHER SAFEKEEPING                                      |
| SD03   | OTHER TANGIBLE PROPERTY                                |
| <b>SECURITIES/ US GOVERNMENT SECURITIES</b>                |  |
| SC01   | DIVIDENDS/CASH DISTRIBUTIONS                           |
| SC02   | NOT FOR USE IN THE STATE OF NJ                         |
| SC03   | NOT FOR USE IN THE STATE OF NJ                         |
| SC04   | NOT FOR USE IN THE STATE OF NJ                         |
| SC05   | NOT FOR USE IN THE STATE OF NJ                         |
| SC06   | NOT FOR USE IN THE STATE OF NJ                         |
| SC07   | NOT FOR USE IN THE STATE OF NJ                         |
| SC08   | SHARES OF STOCK UNDELIVERED (RPO)                      |
| SC09   | CASH FOR FRACTIONAL SHARES                             |
| SC10   | UNEXCHANGED STOCK OF SUCCESSOR CORP.                   |
| SC11   | NOT FOR USE IN THE STATE OF NJ                         |
| SC12   | UNDERLYING SHARES OR OTHER<br>OUTSTANDING CERTIFICATES |
| SC13   | NOT FOR USE IN THE STATE OF NJ                         |
| SC15   | US GOVERNMENT SECURITIES                               |
| SC16   | MUTUAL FUNDS   |
| SC17   | WARRANTS (RIGHTS)                                      |
| SC18   | NOT FOR USE IN THE STATE OF NJ                         |

## PROPERTY TYPE CODES (Cont.)

| CODE | DESCRIPTION |
|------|-------------|
|------|-------------|

### SECURITIES (CONT.)

|      |  |
|------|--|
| SC19 | DIVIDEND REINVESTMENT PLANS (DRP)  |
| SC20 | CREDIT BALANCE   |
| SC29 | <i>UNDELIVERABLE TO NEARY PENCO OR TREASURER, STATE OF NEW JERSEY</i>                    |
| SC30 | <i>NONTRANSFERABLE (IN OWNER'S NAME) TO NEARY PENCO OR TREASURER STATE OF NEW JERSEY</i> |
| SC31 | CASH FOR UNEXCHANGED SHARES  |
| SC32 | LIQUIDATION/REDEMPTION RELATED TO STOCK  |
| SC99 | <b>NOT FOR USE IN THE STATE OF NJ</b>  |

### TRUST, INVESTMENT & ESCROW ACCOUNTS

|      |  |
|------|--|
| TR01 | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| TR02 | UNDELIVERED OR UNCASHED DIVIDEND                         |
| TR03 | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| TR04 | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |
| TR06 | <i>SHARES REPORTED IN COMPANY NAME OF UNKNOWN OWNERS</i> |
| TR99 | <b>NOT FOR USE IN THE STATE OF NJ</b>                    |

### UTILITIES

|          |   |
|----------|---|
| UT01     | UTILITY DEPOSITS                                |
| UT02     | <b>NOT FOR USE IN THE STATE OF NJ</b>           |
| UT03     | REFUNDS OR REBATES                              |
| UT04     | <b>NOT FOR USE IN THE STATE OF NJ</b>           |
| UT99     | AGGREGATE UTILITY PROPERTY UNDER <b>\$50.00</b> |
| <br>ZZZZ | <br><b>NOT FOR USE IN THE STATE OF NJ</b>       |

**ABBREVIATIONS**

**CL - CLASS  
COM - COMMON STOCK  
CONV - CONVERTIBLE  
CUM - CUMULATIVE  
DRP - DIVIDEND REINVESTMENT PLAN  
FSR - FRACTIONAL SHARE RATE  
PFD - PREFERRED STOCK  
POR - PROPERTY OF RECORD  
PS - PER SHARE  
REC - RECAPITALIZATION  
RPO - RETURNED BY POST OFFICE  
SER - SERIES  
U - UNITS  
W - WARRANTS  
SH - SHARES**

**FOR PURPOSE OF THIS HOLDER PACKET THE FOLLOWING REPRESENT  
NEW JERSEY UNCLAIMED PROPERTY OPERATIONAL DEFINITIONS OF  
THE FOLLOWING TERMS.**

**DEFINITIONS**

- (SC08) UNDELIVERED - OWNER DOES NOT HAVE ORIGINAL SHARE  
CERTIFICATE. THIS INCLUDES SHARES HELD IN STREET NAME.**
- (SC12) UNDERLYING - ORIGINAL SHARE CERTIFICATES ARE IN THE OWNERS  
POSSESSION.**
- (SC10,SC31) UNEXCHANGED - OWNER DID NOT SUBMIT SHARES FOR THE  
EXCHANGE. SHARES ARE STILL IN OWNER'S POSSESSION.**
- (SC29) UNDELIVERABLE – SHARES REPORTED AND HELD BY THE BROKER. SHARES  
ARE NOT DELIVERABLE TO THE STATE OF NEW JERSEY.**
- (SC30) NONTRANSFERABLE - SHARES REPORTED AND DELIVERED THAT  
REMAIN IN NAME OF OWNER. SHARES CAN NOT BE TRANSFERRED  
TO THE STATE OF NEW JERSEY.**

**STATE OF NEW JERSEY  
DEPARTMENT OF THE TREASURY  
PROPERTY ADMINISTRATION**

**MAGNETIC MEDIA REPORTING SPECIFICATIONS - UNCLAIMED PROPERTY**

**I. MAGNETIC MEDIA SPECIFICATIONS**

3490 cartridge  
Data Format - EBCDIC  
IBM-compatible  
External labels - name, address of reporting organization  
Internal labels - data set name, volume serial number  
Record length - 444 characters  
Block size - 22200 50 logical, records/block  
Record format - fixed length, blocked  
No more than 2 cartridges for each Federal ID number

**\*\*\*NOTE: MAGNETIC TAPES WILL NO LONGER BE ACCEPTED\*\*\***

**II. DATA FIELD SPECIFICATIONS:** Record Name

**NOTE: All alpha fields are to be left justified and all numeric fields are to be right justified unless otherwise noted.**

**A. Organization Header**

| <u>Position</u> | <u>Field</u>           | <u>Length</u> | <u>Remarks</u>                                   |
|-----------------|------------------------|---------------|--|
| 1               | Record Identifier      | 1             | Constant 'H'                                     |
| 2               | Report type            | 1             | Alpha - see III.A.1                              |
| 3 - 11          | Federal ID number      | 9             | Numeric - see III.A.2                            |
| 12 - 13         | Subsidiary description | 2             | Alpha - see III.A.3                              |
| 14 - 21         | Blank                  | 8             | Blank  |
| 22 - 71         | Business Name          | 50            | Alpha  |
| 72 - 101        | Street Address 1       | 30            | Alpha  |
| 102 - 131       | Street Address 2       | 30            | Alpha  |
| 132 - 146       | City                   | 15            | Alpha  |
| 147 - 148       | State                  | 2             | Postal Abbreviation                              |
| 149 - 157       | Zip Code               | 9             | Alpha - left justified- see III.A.4              |
| 158 - 167       | Holders phone          | 10            | Number-3 digit area code<br>7 digit phone number |
| 168 - 177       | Business Code          | 10            | Alphanumeric- left justified                     |
| 178 - 179       | State of Incorporation | 2             | Postal Abbreviation                              |

| <u>Position</u> | <u>Field</u>        | <u>Length</u> | <u>Remarks</u>                                      |
|-----------------|---------------------|---------------|---|
| 180 - 185       | Report Period Ended | 6             | Alpha - YYMMDD format                               |
| 186 - 215       | Contact person      | 30            | Alpha   |
| 216 - 235       | Contact's title     | 20            | Alpha   |
| 236 - 265       | Contact's Address 1 | 30            | Alpha   |
| 266 - 295       | Contact's Address 2 | 30            | Alpha   |
| 296 - 310       | Contact's city      | 15            | Alpha   |
| 311 - 312       | Contact's state     | 2             | Postal Abbreviation                                 |
| 313 - 321       | Contact's zip code  | 9             | Alpha - left justified                              |
| 322 - 331       | Contact's phone     | 10            | Numeric - 3 digit area code<br>7 digit phone number |
| 332 - 444       | Blanks              | 113           | Blank   |

**B. Detail Record**

| <u>Position</u> | <u>Field</u>           | <u>Length</u> | <u>Remarks</u>                          |
|-----------------|------------------------|---------------|---|
| 1               | Record identifier      | 1             | Constant 'D'                            |
| 2               | Report type            | 1             | Alpha - see III.A.1                     |
| 3-11            | Federal ID number      | 9             | Numeric - see III.A.2                   |
| 12-13           | Subsidiary Designation | 2             | Alpha - see III.A.3                     |
| 14-15           | Year of report         | 2             | Alpha - see III.B.1                     |
| 16              | Blank                  | 1             | Blank                                   |
| 17-21           | *Unique reference no.  | 5             | Numeric - see III.B.2                   |
| 22-41           | Owners last name       | 20            | Alpha - see III.B.3                     |
| 42-56           | Owners first name      | 15            | Alpha                                   |
| 57              | Owners initial         | 1             | Alpha                                   |
| 58-60           | Owners suffix          | 3             | Alpha - see III.B.4                     |
| 61-69           | Owner soc. sec. no.    | 9             | Alpha - see III.B.5                     |
| 70              | * Multiple owner       | 1             | Numeric - see III.B.6                   |
| 71-75           | * Link number          | 5             | Numeric - see III.B.7                   |
| 76-145          | Account title          | 70            | Alpha - see III.B.8                     |
| 146-175         | Street 1               | 30            | Alpha - if unknown, leave blank         |
| 176-205         | Street 2               | 30            | Alpha - if unknown, leave blank         |
| 206-220         | City                   | 15            | Alpha - if unknown, leave blank         |
| 221-222         | State                  | 2             | Postal abbreviation                     |
| 223-231         | Zip-code               | 9             | Alpha, Left justified                   |
| 232-241         | Country                | 10            | Alpha                                   |
| 242-245         | Property type          | 4             | Alpha - see Property Type<br>Code Table |
| 246-265         | Property ID            | 20            | Alpha - see III.B.11                    |
| 266-271         | Date                   | 6             | Alpha - see III.B.12                    |
| 272-280         | Property Amount        | 7.2           | Numeric                                 |

| <u>Position</u> | <u>Field</u>                 | <u>Length</u> |                                       |
|-----------------|------------------------------|---------------|---------------------------------------|
| 281-289         | Echeated Amount              | 7.2           | Numeric - see III.B.13                |
| 290-298         | Non-Cash Value               | 7.2           | Numeric - constant zeroes<br>Reported |
| 299-307         | Non-Cash Value               | 7.2           | Numeric - constant zeroes<br>Remitted |
| 308             | Removal Indicator            | 1             | Alpha - see III.B.14                  |
| 309-319         | Shares                       | 7.4           | Numeric - see III.B.15                |
| 320             | Transfer method              | 1             | Alpha - see III.B.16                  |
| 321-332         | Cusip number                 | 12            | Alpha - see III.B.17                  |
| 333-344         | Certificate ID               | 12            | Alpha                                 |
| <b>345-394</b>  | <b>Descrip of Security 1</b> | <b>50</b>     | <b>Alpha - see III.B.18</b>           |
| <b>395-444</b>  | <b>Descrip of Security 2</b> | <b>50</b>     | <b>Alpha - see III.B.18</b>           |

**Note:** A Detail record cannot contain both cash and securities information.

### C. Organization Trailer

| <u>Position</u> | <u>Field</u>           | <u>Length</u> | <u>Remarks</u>                 |
|-----------------|------------------------|---------------|--------------------------------|
| 1               | Record Identifier      | 1             | Constant 'R'                   |
| 2               | Report type            | 1             | Alpha - see III.A.1            |
| 3-11            | Federal ID number      | 9             | As used by IRS                 |
| 12-13           | Subsidiary Designation | 2             | Alpha - see III.A.3            |
| 14-15           | Year of report         | 2             | Alpha - see III.B.1            |
| 16              | Blank                  | 1             | Blank                          |
| 17-21           | Unique reference no.   | 5             | Numeric ( <b>ALL 00000</b> )   |
| 22-27           | Report period ending   | 6             | Alpha, YYMMDD format           |
| 28-38           | Total cash reported    | 9.2           | Numeric                        |
| 39-49           | Total cash remitted    | 9.2           | Numeric                        |
| 50-60           | Total Non-cash         | 9.2           | Numeric                        |
|                 |                        |               | reported                       |
| 61-71           | Total Non-cash         | 9.2           | Numeric                        |
|                 |                        |               | remitted                       |
| 72-80           | Fees and expenses      | 7.2           | <b>Not Used</b>                |
| 81-93           | Total Shares reported  | 9.4           | Numeric                        |
| 94-106          | Total Shares remitted  | 9.4           | Numeric                        |
| 107-111         | Total detail records   | 5             | Numeric - include link records |
| 112-116         | Total records on tape  | 5             | Numeric                        |
| 117-444         | Blank                  | 328           | Blanks                         |

### III. DATA FIELD EXPLANATIONS - RECORD NAME

#### A. Organization Header

1. **REPORT TYPE** - This identifies the type of property reported, (i.e. personal property and life insurance) to be coded with a one-digit alphabetic code. The appropriate codes are 'P' for Personal Property, and 'L' for Life Insurance. Report type must be the same on all records throughout the report.
2. **FEDERAL ID NUMBER** - The Federal Identification Number of Holder reporting as used for Internal Revenue Service. The FID must be the same on all records.
3. **SUBSIDIARY DESIGNATION** - A two byte numeric identifier for subsidiary reporting organizations using the same Federal I.D. number. If you are reporting two entities and are using the same Federal I.D. number you must use a suffix for one of the reports (i.e. Report #1 = 123456789, Report #2 = 12345678901). Leave blank if not applicable.
4. **ZIP CODE** - Zip code is critical to assure proper assignment to county for advertising purposes.
5. **BUSINESS CODE** - A four byte alphabetic code used to identify the type of business that is reporting. This field must be completed. See attached packet for the correct business code for your report.

#### B. Detail Records:

1. **YEAR OF REPORT** - The last two digits of the reporting year. This must be the same in the detail record and trailer record.
2. **UNIQUE REFERENCE NUMBER** - Detail records listed on the tape will carry a unique reference number (URN), which may be referred to by the reporting organization when making inquiries or claims to the state. If multiple cartridges are submitted as one report, the URN must not be duplicated. The URN must start with one (00001) and be incremented by one (1) for each record.
3. **OWNERS LAST NAME** - Must be present - enter "unknown" if not available. If corporation/entity, enter corporation/entity name. Omit the word "the" when a name starts with "the" (e.g. "The Bendix Corporation" would be keyed as "Bendix Corporation").
4. **OWNERS SUFFIX** - For individuals, use "Jr", "Sr", "III", etc., if applicable. Do not include titles such as "Dr", "Esq", etc., in owner suffix. For corporation/entity, owners suffix must be "ENT".
5. **OWNERS SOCIAL SECURITY NO** - The owners social security number. If the owner is not an individual, use the Federal ID number.

6. **MULTIPLE RECORDS INDICATOR** - Should be 0 when there is only one owner for the property reported. When the item reported is subject to multiple owners (i.e. two or more names with the same property) a separate record must be generated for each owner of the property. The primary record must have the data pertaining to the property in all applicable fields. The Multiple Records should have the number of owners associated with the property (2 or more). The secondary record should contain data in position 1 through 16, and the following fields only; URN, LAST NAME, FIRST NAME, INITIAL, SUFFIX AND LINK-NO.
7. **LINK NUMBER** - The unique reference number of the primary record is linked to itself. (i.e. URN 00001, Link Number 00001) The unique reference number of the secondary record is linked to the primary record. (i.e. URN 00002, Link Number 00001) if only one record the Link Number is 00000.
8. **ACCOUNT TITLE** - Must be present when a multiple owner is entered. Reflects owner, insured or beneficiary status (e.g., Insured: Jane Powell; Beneficiary; Patrick Brown), relationship (e.g, John Doe and Mary Doe, JT; Jane Smith I/T/F Joseph Smith).
9. **ZIP CODE** - Zip Code is critical to assure proper assignment to county for advertising purposes.
10. **COUNTRY** - Enter if outside the USA.
11. **PROPERTY ID** - The number by which the reporting organization identified the property (e.g., Security certificate number, Insurance policy number, Customer account number, or Check number). This number must be left justified with no leading zeroes or blanks and no trailing zeroes.
12. **DATE(YMMMDD)** - Date dormancy period begins(e.g., date of last activity; date of death; payable date; end-of-quarter date; date of check etc.).
13. **ESCHEATED AMOUNT** - The amount paid to the state. If this dollar amount reflects dividends, interest, proceeds of sale or cash-in-lieu of securities, the securities information below must also be entered in the field Description of Security 1 and Description of Security 2. This amount should be equal to the amount in the property amount field (bytes 272 – 280 and 281 - 289).
14. **REMOVAL INDICATOR** -This field is not utilized at this time.
15. **SHARES** - The number of shares or denominations to be escheated to the State.
16. **TRANSFER METHOD** - Use the appropriate code: "T" for book entry, "P" for physical deliveries.
17. **CUSIP NUMBER** - Enter CUSIP number of Certificate that is delivered to the State.
18. **DESCRIPTION OF SECURITY1, SECURITY 2** - Provide a brief description of security. **NOTE:** Security description(s) must be entered using Description of Security 1, Security 2, for all securities escheated to sale or cash-in-lieu. These fields can also be used for cash escheated to the State in the form of dividends, bond interest, over-receipts, overages, etc., relating to securities.



#### IV. DESCRIPTION OF SECURITIES

These are two descriptions of security fields. Each has 50 byte. Description of Security 1 is Byte 345 - 394. Description of Security 2 is Byte 395 - 444. The following information should be placed in these fields:

1. **DATED DATE OF REMITTED SECURITIES** - The transfer date that appears on the certificate being sent to the State.

2. **DESCRIPTION OF PROPERTY/ISSUE NAME**

- a. The description of Securities
- b. If appropriate, Insurance Companies enter Date of Birth(DOB) of the owner. **DOB = MM/DD/YY**

3. **CASH DIVIDENDS**

Enter the DATE range of the reported dividends when applicable. **FROM:** 1/1/89 **TO:** 1/2/95

4. **AGGREGATE INFORMATION**

Any aggregate record is considered a "Detail" record and must contain bytes 1 through 21. See Section B, Page 2 - Detail Record.

Whenever items under **\$50.00** are being reported, the individual items should be grouped into an aggregate amount for each property type. **NOTE: NO DIVIDENDS ARE TO BE REPORTED AS AGGREGATE.** This type of record should contain the following data:

1. Owner Last Name - should be "AGGREGATE"
2. Owner First Name - should contain the number of items contained in the aggregate record.
3. Property Type - should contain the appropriate code from the Property Type Code Table.
4. Property Amount - should contain the aggregate amount of property reported.
5. Escheated Amount - should contain the aggregate amount escheated.

## V. FOR MULTIPLE ENTITLEMENT PROPERTY

URN(UNIQUE REFERENCE NUMBER) - Is a unique sequential number, beginning with 00001 and incremented by 1, for each detail record - including link records. Link records are those records associated with the primary record where multiple entitlement property exists.

MULTIPLE OWNER INDICATOR - Appears in the primary record and details the total number of owners associated with multiple entitlement property.

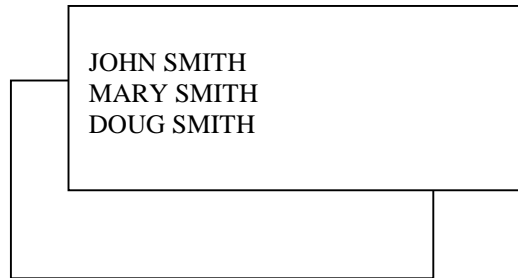
Multiple owner indicator is blank in link records.

Multiple owner indicator is **zero** where only one owner is associated with the property.

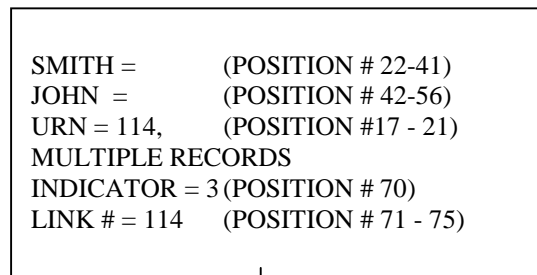
LINK NUMBER - Is the URN of primary record, and it is in all records associated with the multiple entitlement property. Link number should be 00000 where only one owner is associated with the property.

## MULTIPLE ENTITLEMENT PROPERTY

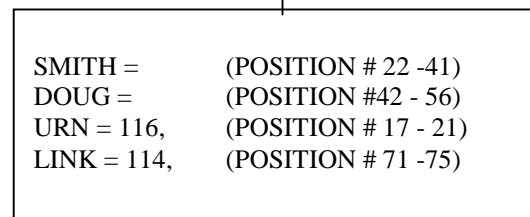
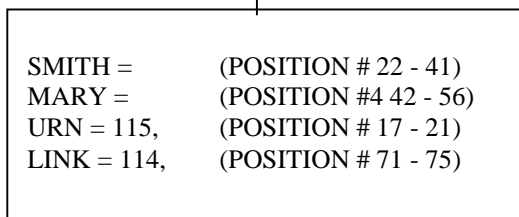
### DATA



### PRIMARY RECORD



### LINK RECORDS



**STATE OF NEW JERSEY  
WIRE INSTRUCTIONS**

*As of August, 2003*

**ABA#** 031201467  
**ACCOUNT #** 2000032338722  
**BANK NAME:** WACHOVIA CORPORATION

**BANK**  
**ADDRESS:** 123 SOUTH BROAD ST. 10<sup>th</sup> FLOOR  
PHILADELPHIA, PA 19109  
ATT: MARILYN SWARTZ  
PA 4944

**IN ORDER TO ENSURE PROPER CREDIT TO YOUR  
ACCOUNT, YOU MUST CALL THIS OFFICE PRIOR  
TO REMITTING FUNDS:**

**ROSEANN AVERSANO (609) 984-8236**

**DTC  
FREE RECEIPT INSTRUCTIONS  
AS OF August, 2003**

**PARTICIPATING ID# 2163**

**INSTITUTIONAL ID# 12278**

**REFERENCE ACCT.# 56-7750-00**

**BANK NAME WACHOVIA CORPORATION**

**ADDRESS 123 SOUTH BROAD STREET  
PHILADELPHIA, PA 19109  
ATT: SANDRA TYRELL JONES  
MAIL STOP PA 4945  
PHONE (215) 670-4531  
FAX (215) 670-4736**

**CONTACT ROSEANN AVERSANO AT (609) 984-8236 TO SET UP  
AN ACCOUNT PRIOR TO TRANSMITTING THE SHARES AND  
FAX A LIST OF THE DTC SHARES TO (609) 984-0593.**

**STATE OF NEW JERSEY FEDERAL I.D. NUMBER = 22-3049292**

**PROCEDURE FOR BROKERS REPORTING  
UNCLAIMED PROPERTY TO THE STATE OF NEW JERSEY**

1. Regular securities that are DTC eligible should be sent free receipt to the Custodial Agent, Wachovia Corporation, 123 South Broad St., 10<sup>th</sup> fl Philadelphia, Pa 19109. DTC Instructions are included in the Holder Packet, or you may call the Administration section at (609) 984-8236.
2. To insure proper credit to your account, a list of the securities should be faxed either to Unclaimed Property at (609) 984-0593 or Wachovia Corporation at (215) 670- 4736 . If a list is not provided, Wachovia Corporation has instructions from Unclaimed Property not to accept the free receipt. Your account will not be credited.
3. The faxed list must match the list that accompanies the Unclaimed Property Report.
4. If a reported security is non-transferable because the stock is in the owner's name, it must be reported as **Property Type Code SC 30** and the physical certificate included with the report.
5. If a reported security is undeliverable to the State of New Jersey for any reason, the owner record must be coded as **Property Type Code SC 29**.
6. All the delivered and undelivered shares and cash must equal the amount that has been reported on the UP1.
7. **Do not sell foreign securities.** Please call the Reports section at (609) 984-5214 for reporting instructions.
8. Property Type Codes **SC 01** (dividends) and **SC 09** (fractions) must be reported as separate items.
9. **Every Security delivered must have a CUSIP number. This is an essential key identifier.**
10. Book entry items should be reported as Property Type Code **SC08**.
11. Underlying shares Property Type Code **SC12** should be used only if owner is in possession of the original certificate.

## MUTUAL FUNDS REPORTING PROCEDURES

1. The correct code for Mutual Funds is SC16 the same code is to be used for Mutual Fund dividends.
2. Each owner record should contain the **family name** and the **fund name**. If you report Via Magnetic Tape place this information in the comment field (position 345-394 and 395-444 in the Magnetic Media Specifications). If you are reporting on the UP-2 form place comment in Box 15 (description of property).
3. All owner records with shares must have the **C.U.S.I.P #. This is a unique identifier that is vital to this office when paying claims.**
4. The Fund statement must accompany all reports.
5. Registration of newly reported shares must be made to “**TREASURER, STATE OF NEW JERSEY**”, PO Box 214 Trenton, NJ 08695-214. These shares will be transferred at a later date to our nominee name, Neary Penco. **Do not disturb previously reported shares already registered in our nominee name.**

If you should have any questions please call the mutual fund section at 609-633-8428.

# APPENDIX



Examples for reporting Cash Property only.

**FOLLOW THE SPECIFIC INSTRUCTIONS FOR EACH TYPE OF CASH PROPERTY AS SHOWN BELOW. (SAMPLE RECORDS ARE ATTACHED)**

**BOX NUMBERS 1, 6 THROUGH 9 MUST BE FILLED IN FOR EACH RECORD.**

**CASH CODES**

CK07, CK08, CK09

**BOXES TO BE FILLED IN**

BOX #1 - (OWNERS LAST NAME FIELD) = UNKNOWN.

**WHEN REPORTING IN THE AGGREGATE A DETAILED LISTING IS NOT NECESSARY**

AC99, CK99, UT99  
IN99, CT99, MS99BOX #1 - (OWNERS LAST NAME FIELD) = AGGREGATE  
(FIRST NAME FIELD) = TOTAL  
NUMBER OF ITEMS.  
(DO NOT COMBINE AGGREGATE CODES)

|                            |                               |  |                     |   |                          |                      |                     |                       |  |
|----------------------------|-------------------------------|--|---------------------|---|--------------------------|----------------------|---------------------|-----------------------|--|
| <b>CK07 - MONEY ORDERS</b> |                               |  |                     |   |                          |                      |                     |                       |  |
| REC NO.                    | OWNER LAST NAME (1)           | FIRST NAME                             | M.I.                | SUFFIX                                    | OWNER ID/SS# (2)         | NO. OF OWNERS (3)    | OWNERSHIP TITLE (4) |                       |  |
|                            | UNKNOWN                       |  |                     |   |                          |                      |                     |                       |  |
|                            | OWNER ADDRESS STREET 1 (5)    | OWNER ADDRESS STREET 2                 |                     |   | CITY                     | STATE                | ZIP                 | COUNTRY (IF NOT U.S.) |  |
|                            | PROPERTY CODE (6)             | PROPERTY ID NUMBER (7)                 | DATE (MM DD YY) (8) | CASH REPORTED (9)                         | SECURITIES REPORTED (10) | TRANSFER METHOD (11) | CUSIP # (12)        |                       |  |
|                            | CK07                          | CA98765                                | 5/5/90              | \$ 50.00                                  |                          |                      |                     |                       |  |
|                            | OWNER CERTIFICATE ID NO. (13) | DATED DATE OF REMITTED SECURITIES (14) |                     | DESCRIPTION OF PROPERTY / ISSUE NAME (15) |                          |                      |                     |                       |  |
|                            | CASH DIVIDEND(s) (16)         |  |                     |   |                          |                      |                     |                       |  |
|                            | From:                         |  | To:                 |   |                          |                      |                     |                       |  |

|                                       |                               |  |                     |   |                          |                      |                     |                       |  |
|---------------------------------------|-------------------------------|--|---------------------|---|--------------------------|----------------------|---------------------|-----------------------|--|
| <b>CK09 - FOREIGN EXCHANGE CHECKS</b> |                               |  |                     |   |                          |                      |                     |                       |  |
| REC NO.                               | OWNER LAST NAME (1)           | FIRST NAME                             | M.I.                | SUFFIX                                    | OWNER ID/SS# (2)         | NO. OF OWNERS (3)    | OWNERSHIP TITLE (4) |                       |  |
|                                       | UNKNOWN                       |  |                     |   |                          |                      |                     |                       |  |
|                                       | OWNER ADDRESS STREET 1 (5)    | OWNER ADDRESS STREET 2                 |                     |   | CITY                     | STATE                | ZIP                 | COUNTRY (IF NOT U.S.) |  |
|                                       | PROPERTY CODE (6)             | PROPERTY ID NUMBER (7)                 | DATE (MM DD YY) (8) | CASH REPORTED (9)                         | SECURITIES REPORTED (10) | TRANSFER METHOD (11) | CUSIP # (12)        |                       |  |
|                                       | CK09                          | 123456                                 | 5/1/90              | \$ 35.00                                  |                          |                      |                     |                       |  |
|                                       | OWNER CERTIFICATE ID NO. (13) | DATED DATE OF REMITTED SECURITIES (14) |                     | DESCRIPTION OF PROPERTY / ISSUE NAME (15) |                          |                      |                     |                       |  |
|                                       | CASH DIVIDEND(s) (16)         |  |                     |   |                          |                      |                     |                       |  |
|                                       | From:                         |  | To:                 |   |                          |                      |                     |                       |  |

|  |                               |  |                     |   |                          |                      |                     |                       |  |
|--|-------------------------------|--|---------------------|---|--------------------------|----------------------|---------------------|-----------------------|--|
| <b>AC99 - AGGREGATE ACCOUNT BALANCES UNDER \$25.00</b> |                               |  |                     |   |                          |                      |                     |                       |  |
| REC NO.  | OWNER LAST NAME (1)           | FIRST NAME                             | M.I.                | SUFFIX                                    | OWNER ID/SS# (2)         | NO. OF OWNERS (3)    | OWNERSHIP TITLE (4) |                       |  |
|  | UNKNOWN                       | 25                                     |                     |   |                          |                      |                     |                       |  |
|  | OWNER ADDRESS STREET 1 (5)    | OWNER ADDRESS STREET 2                 |                     |   | CITY                     | STATE                | ZIP                 | COUNTRY (IF NOT U.S.) |  |
|  | PROPERTY CODE (6)             | PROPERTY ID NUMBER (7)                 | DATE (MM DD YY) (8) | CASH REPORTED (9)                         | SECURITIES REPORTED (10) | TRANSFER METHOD (11) | CUSIP # (12)        |                       |  |
|  | AC99                          |  |                     | \$ 55.00                                  |                          |                      |                     |                       |  |
|  | OWNER CERTIFICATE ID NO. (13) | DATED DATE OF REMITTED SECURITIES (14) |                     | DESCRIPTION OF PROPERTY / ISSUE NAME (15) |                          |                      |                     |                       |  |
|  | CASH DIVIDEND(s) (16)         |  |                     |   |                          |                      |                     |                       |  |
|  | From:                         |  | To:                 |   |                          |                      |                     |                       |  |

Examples for reporting Insurance Property only.

**FOLLOW THE SPECIFIC INSTRUCTIONS FOR EACH TYPE OF INSURANCE PROPERTY AS SHOWN BELOW.**

**BOX NUMBERS 1 THROUGH 9 AND 15 MUST BE FILLED IN FOR EACH RECORD.**

**INSURANCE CODES**

IN01 - IN09

**BOXES TO BE FILLED IN**

BOX #4 (OWNERSHIP TITLE) -  
WHERE APPROPRIATE, LIST  
THE BENEFICIARY NAME IN  
THIS FIELD.

BOX #8 (DATE) - PLEASE  
INDICATE DATE OF CHECK  
OR MATURITY DATE OF POLICY.

BOX #15 - (DESCRIPTION OF PROPERTY/ISSUE NAME) -  
PLEASE LIST THE BIRTHDATE  
(MMDDYY) OF THE OWNER. "DOB" SHOULD APPEAR  
PRIOR TO THE BIRTH DATE.

REC  
NO.

|   |                                      |   |                                     |  |                            |   |                          |
|---|--------------------------------------|---|-------------------------------------|--|----------------------------|---|--------------------------|
| OWNER LAST NAME (1)<br>TAYLOR                     |                                      | FIRST NAME<br>JACK                        | M.I. SUFFIX<br>C                    | OWNER ID/SS# (2)<br>177-54-2211                                  | NO. OF OWNERS<br>(3)<br>2  | OWNERSHIP TITLE (4)<br>TAYLOR MARY<br>BENEFICIARY |                          |
| OWNER ADDRESS STREET 1<br>(5)<br>222 BROAD STREET |                                      | OWNER ADDRESS STREET 2                    |                                     | CITY<br>SEASIDE  | STATE<br>NJ                | ZIP<br>08622                                      | COUNTRY<br>(IF NOT U.S.) |
| PROPERTY CODE<br>(6)<br>In...                     | PROPERTY ID NUMBER<br>(7)<br>J743216 | DATE (MM DD YY)<br>(8)<br>3/24/88         | CASH REPORTED<br>(9)<br>\$ 5,000.00 | SECURITIES<br>REPORTED (10)                                      | TRANSFER<br>METHOD<br>(11) | CUSIP #<br>(12)                                   |                          |
| OWNER CERTIFICATE ID NO.<br>(13)                  |                                      | DATED DATE OF<br>REMITTED SECURITIES (14) |                                     | DESCRIPTION OF PROPERTY / ISSUE NAME<br>(15)<br><br>DOB 11/27/50 |                            |   |                          |
| CASH DIVIDEND(s)<br>(16)<br>From: To:             |                                      |   |                                     |  |                            |   |                          |



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## EXAMPLE RECORDS FOR REPORTING STOCK

## SC01 - CASH DIVS/DISTRIBUTIONS

HOLDER

|         |   |                                      |   |                             |                               |                          |                   |
|---------|---|--------------------------------------|---|-----------------------------|-------------------------------|--------------------------|-------------------|
| REC NO. | OWNER LAST NAME 1<br>THUMB                      | FIRST NAME<br>TOM                    | M.I.<br>JR                              | SUFFIX                      | OWNER ID/SS# 2<br>123-45-6789 | NO. OF OWNERS<br>3       | OWNERSHIP TITLE 4 |
|         | OWNER ADDRESS STREET 1 5<br>13 WITCH WAY        | OWNER ADDRESS STREET 2               | CITY<br>FAIRYLAND                       | STATE<br>NJ                 | ZIP<br>08628                  | COUNTRY (IF NOT U.S.)    |                   |
|         | PROPERTY CODE 6<br>SC01                         | PROPERTY ID NUMBER 7<br>123          | DATE (MM DD YY) 8<br>5/21/91            | CASH REPORTED 9<br>\$ 30.00 | SECURITIES REPORTED 10        | TRANSFER METHOD 11<br>12 | CUSIP # 12        |
|         | OWNER CERTIFICATE ID NO. 13                     | DATED DATE OF REMITTED SECURITIES 14 | DESCRIPTION OF PROPERTY / ISSUE NAME 15 |                             |                               |                          |                   |
|         | CASH DIVIDEND(s) 16<br>From: 2/1/88 To: 10/1/96 | 20 CHECKS                            |   |                             |                               |                          |                   |

## SC08 - RETURNED STOCK (R.P.O.)/UNDELIVERED

|         |  |  |   |                       |                               |                         |                         |
|---------|--|--|---|-----------------------|-------------------------------|-------------------------|-------------------------|
| REC NO. | OWNER LAST NAME 1<br>THUMB               | FIRST NAME<br>TOM                                | M.I.<br>JR  | SUFFIX                | OWNER ID/SS# 2<br>123-45-6789 | NO. OF OWNERS<br>3      | OWNERSHIP TITLE 4       |
|         | OWNER ADDRESS STREET 1 5<br>13 WITCH WAY | OWNER ADDRESS STREET 2                           | CITY<br>FAIRYLAND   | STATE<br>NJ           | ZIP<br>08628                  | COUNTRY (IF NOT U.S.)   |                         |
|         | PROPERTY CODE 6<br>SC08                  | PROPERTY ID NUMBER 7                             | DATE (MM DD YY) 8<br>5/21/91                                  | CASH REPORTED 9<br>\$ | SECURITIES REPORTED 10<br>10  | TRANSFER METHOD 11<br>P | CUSIP # 12<br>123456789 |
|         | OWNER CERTIFICATE ID NO. 13<br>ABC15689  | DATED DATE OF REMITTED SECURITIES 14<br>10/31/96 | DESCRIPTION OF PROPERTY / ISSUE NAME 15<br>DUE = XYZ CORP PFD |                       |                               |                         |                         |
|         | CASH DIVIDEND(s) 16<br>From: To:         |  |   |                       |                               |                         |                         |

## SC09 - CASH FOR FRACTIONS

|         |  |                                      |   |                            |                               |                         |                   |
|---------|--|--------------------------------------|---|----------------------------|-------------------------------|-------------------------|-------------------|
| REC NO. | OWNER LAST NAME 1<br>THUMB               | FIRST NAME<br>TOM                    | M.I.<br>JR                              | SUFFIX                     | OWNER ID/SS# 2<br>123-45-6789 | NO. OF OWNERS<br>3      | OWNERSHIP TITLE 4 |
|         | OWNER ADDRESS STREET 1 5<br>13 WITCH WAY | OWNER ADDRESS STREET 2               | CITY<br>FAIRYLAND                       | STATE<br>NJ                | ZIP<br>08628                  | COUNTRY (IF NOT U.S.)   |                   |
|         | PROPERTY CODE 6<br>SC09                  | PROPERTY ID NUMBER 7<br>321568       | DATE (MM DD YY) 8<br>5/21/91            | CASH REPORTED 9<br>\$ 7.28 | SECURITIES REPORTED 10        | TRANSFER METHOD 11<br>P | CUSIP # 12        |
|         | OWNER CERTIFICATE ID NO. 13              | DATED DATE OF REMITTED SECURITIES 14 | DESCRIPTION OF PROPERTY / ISSUE NAME 15 |                            |                               |                         |                   |
|         | CASH DIVIDEND(s) 16<br>From: To:         | FSR = \$52.18                        |   |                            |                               |                         |                   |

## SC10 - UNEXCHANGED STOCK

|         |  |  |   |                       |                               |                         |                          |
|---------|--|--|---|-----------------------|-------------------------------|-------------------------|--------------------------|
| REC NO. | OWNER LAST NAME 1<br>THUMB               | FIRST NAME<br>TOM                                | M.I.<br>JR  | SUFFIX                | OWNER ID/SS# 2<br>123-45-6789 | NO. OF OWNERS<br>3      | OWNERSHIP TITLE 4        |
|         | OWNER ADDRESS STREET 1 5<br>13 WITCH WAY | OWNER ADDRESS STREET 2                           | CITY<br>FAIRYLAND   | STATE<br>NJ           | ZIP<br>08628                  | COUNTRY (IF NOT U.S.)   |                          |
|         | PROPERTY CODE 6<br>SC10                  | PROPERTY ID NUMBER 7                             | DATE (MM DD YY) 8<br>5/21/91  | CASH REPORTED 9<br>\$ | SECURITIES REPORTED 10<br>10  | TRANSFER METHOD 11<br>P | CUSIP # 12<br>1456789123 |
|         | OWNER CERTIFICATE ID NO. 13<br>DEF12345  | DATED DATE OF REMITTED SECURITIES 14<br>10/31/96 | DESCRIPTION OF PROPERTY / ISSUE NAME 15<br>POR = DEF @ .10 OR POR = 100 SHS. DEF<br>DUE = ABC COM |                       |                               |                         |                          |
|         | CASH DIVIDEND(s) 16<br>From: To:         |  |   |                       |                               |                         |                          |



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## EXAMPLE RECORDS FOR REPORTING STOCK

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| REC NO.                  | OWNER LAST NAME                   | FIRST NAME                           | M.I.          | SUFFIX              | OWNER ID/SS#    | NO. OF OWNERS | OWNERSHIP TITLE |
|--------------------------|-----------------------------------|--------------------------------------|---------------|---------------------|-----------------|---------------|-----------------|
|                          | THUMB                             | TOM                                  |               | JR                  | 123-45-6789     | 3             |                 |
| OWNER ADDRESS STREET 1   |                                   | OWNER ADDRESS STREET 2               |               |                     | CITY            | STATE         | ZIP             |
| 13 WITCH WAY             |                                   |                                      |               |                     | FAIRYLAND       | NJ            | 08628           |
| PROPERTY CODE            | PROPERTY ID NUMBER                | DATE (MM DD YY)                      | CASH REPORTED | SECURITIES REPORTED | TRANSFER METHOD | CUSIP #       |                 |
| 6                        | 7                                 | 8                                    | 9             | 10                  | 11              | 12            |                 |
| SC12                     |                                   | 5/21/91                              | \$            | 20                  | P               | 456789123     |                 |
| OWNER CERTIFICATE ID NO. | DATED DATE OF REMITTED SECURITIES | DESCRIPTION OF PROPERTY / ISSUE NAME |               |                     |                 |               |                 |
| 13                       | 14                                | 15                                   |               |                     |                 |               |                 |
| ABC23506                 | 10/31/96                          | POR/DUE = XYZ COM @ 1                |               |                     |                 |               |                 |
| CASH DIVIDEND(s)         |                                   |                                      |               |                     |                 |               |                 |
| 16                       |                                   |                                      |               |                     |                 |               |                 |
| From:                    |                                   | To:                                  |               |                     |                 |               |                 |

| REC NO.                  | OWNER LAST NAME                   | FIRST NAME                           | M.I.          | SUFFIX              | OWNER ID/SS#    | NO. OF OWNERS | OWNERSHIP TITLE |
|--------------------------|-----------------------------------|--------------------------------------|---------------|---------------------|-----------------|---------------|-----------------|
|                          | THUMB                             | TOM                                  |               | JR                  | 123-45-6789     | 3             | 4               |
| OWNER ADDRESS STREET 1   |                                   | OWNER ADDRESS STREET 2               |               |                     | CITY            | STATE         | ZIP             |
| 13 WITCH WAY             |                                   |                                      |               |                     | FAIRYLAND       | NJ            | 08628           |
| PROPERTY CODE            | PROPERTY ID NUMBER                | DATE (MM DD YY)                      | CASH REPORTED | SECURITIES REPORTED | TRANSFER METHOD | CUSIP #       |                 |
| 6                        | 7                                 | 8                                    | 9             | 10                  | 11              | 12            |                 |
| SC15                     |                                   |                                      | \$            |                     |                 |               |                 |
| OWNER CERTIFICATE ID NO. | DATED DATE OF REMITTED SECURITIES | DESCRIPTION OF PROPERTY / ISSUE NAME |               |                     |                 |               |                 |
| 13                       | 14                                | 15                                   |               |                     |                 |               |                 |
|                          |                                   | CALL OFFICE                          |               |                     |                 |               |                 |
| CASH DIVIDEND(s)         |                                   |                                      |               |                     |                 |               |                 |
| 16                       |                                   |                                      |               |                     |                 |               |                 |
| From:                    |                                   | To:                                  |               |                     |                 |               |                 |

| REC NO.                  | OWNER LAST NAME                   | FIRST NAME                                     | M.I.          | SUFFIX              | OWNER ID/SS#    | NO. OF OWNERS | OWNERSHIP TITLE |
|--------------------------|-----------------------------------|--|---------------|---------------------|-----------------|---------------|-----------------|
|                          | THUMB                             | TOM  |               | JR                  | 123-45-6789     | 3             | 4               |
| OWNER ADDRESS STREET 1   |                                   | OWNER ADDRESS STREET 2                         |               |                     | CITY            | STATE         | ZIP             |
| 13 WITCH WAY             |                                   |  |               |                     | FAIRYLAND       | NJ            | 08628           |
| PROPERTY CODE            | PROPERTY ID NUMBER                | DATE (MM DD YY)                                | CASH REPORTED | SECURITIES REPORTED | TRANSFER METHOD | CUSIP #       |                 |
| 6                        | 7                                 | 8  | 9             | 10                  | 11              | 12            |                 |
| SC16                     | 32678                             | 5/21/91  | \$ 50.00      |                     |                 |               |                 |
| OWNER CERTIFICATE ID NO. | DATED DATE OF REMITTED SECURITIES | DESCRIPTION OF PROPERTY / ISSUE NAME           |               |                     |                 |               |                 |
| 13                       | 14                                | 15   |               |                     |                 |               |                 |
|                          |                                   | SECOND FIDELITY FIXED ASSET HIGH INCOME FUND A |               |                     |                 |               |                 |
| CASH DIVIDEND(s)         |                                   |  |               |                     |                 |               |                 |
| 16                       |                                   |  |               |                     |                 |               |                 |
| From:                    |                                   | To:  |               |                     |                 |               |                 |

| REC NO.                  | OWNER LAST NAME                   | FIRST NAME                                     | M.I.          | SUFFIX              | OWNER ID/SS#    | NO. OF OWNERS | OWNERSHIP TITLE |
|--------------------------|-----------------------------------|--|---------------|---------------------|-----------------|---------------|-----------------|
|                          | THUMB                             | TOM  |               | JR                  | 123-45-6789     | 3             | 4               |
| OWNER ADDRESS STREET 1   |                                   | OWNER ADDRESS STREET 2                         |               |                     | CITY            | STATE         | ZIP             |
| 13 WITCH WAY             |                                   |  |               |                     | FAIRYLAND       | NJ            | 08628           |
| PROPERTY CODE            | PROPERTY ID NUMBER                | DATE (MM DD YY)                                | CASH REPORTED | SECURITIES REPORTED | TRANSFER METHOD | CUSIP #       |                 |
| 6                        | 7                                 | 8  | 9             | 10                  | 11              | 12            |                 |
| SC16                     | 9876325                           | 10/20/96                                       | \$            | 123.456             | T               | 123456789     |                 |
| OWNER CERTIFICATE ID NO. | DATED DATE OF REMITTED SECURITIES | DESCRIPTION OF PROPERTY / ISSUE NAME           |               |                     |                 |               |                 |
| 13                       | 14                                | 15   |               |                     |                 |               |                 |
|                          |                                   | SECOND FIDELITY FIXED ASSET HIGH INCOME FUND A |               |                     |                 |               |                 |
| CASH DIVIDEND(s)         |                                   |  |               |                     |                 |               |                 |
| 16                       |                                   |  |               |                     |                 |               |                 |
| From:                    |                                   | To:  |               |                     |                 |               |                 |



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## EXAMPLE RECORDS FOR REPORTING STOCK

HOLDER

|                          |                        |                                   |      |                 |              |   |               |                       |                 |                 |    |
|--------------------------|------------------------|-----------------------------------|------|-----------------|--------------|---|---------------|-----------------------|-----------------|-----------------|----|
| REC NO.                  | SC17 - WARRANTS/RIGHTS |                                   |      |                 |              |   |               |                       |                 |                 |    |
| OWNER LAST NAME          | 1                      | FIRST NAME                        | M.I. | SUFFIX          | OWNER ID/SS# | 2   | NO. OF OWNERS | 3                     | OWNERSHIP TITLE | 4               |    |
| THUMB                    |                        | TOM                               |      | JR              | 123-45-6789  |   |               |                       |                 |                 |    |
| OWNER ADDRESS STREET 1   | 5                      | OWNER ADDRESS STREET 2            |      |                 | CITY         | STATE   | ZIP           | COUNTRY (IF NOT U.S.) |                 |                 |    |
| 13 WITCH WAY             |                        |                                   |      |                 | FAIRYLAND    | NJ  | 08628         |                       |                 |                 |    |
| PROPERTY CODE            | 6                      | PROPERTY ID NUMBER                | 7    | DATE (MM DD YY) | 8            | CASH REPORTED                                     | 9             | SECURITIES REPORTED   | 10              | TRANSFER METHOD | 11 |
| SC17                     |                        |                                   |      | 5/21/91         |              | \$  |               | 20                    |                 | P               |    |
| OWNER CERTIFICATE ID NO. | 13                     | DATED DATE OF REMITTED SECURITIES |      |                 | 14           | DESCRIPTION OF PROPERTY / ISSUE NAME              |               |                       |                 |                 |    |
| ABC23456                 |                        | 10/31/96                          |      |                 |              | WARRANTS EXPIRES 10/31/99<br>POR/DUE - XYZ WB @ 1 |               |                       |                 |                 |    |
| CASH DIVIDEND(s)         | 16                     |                                   |      |                 |              |   |               |                       |                 |                 |    |
| From:                    | To:                    |                                   |      |                 |              |   |               |                       |                 |                 |    |

|                          |                   |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
|--------------------------|-------------------|-----------------------------------|------|-----------------|--------------|--------------------------------------|---------------|-----------------------|-----------------|-----------------|----|
| REC NO.                  | SC19 - DRP - CASH |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
| OWNER LAST NAME          | 1                 | FIRST NAME                        | M.I. | SUFFIX          | OWNER ID/SS# | 2                                    | NO. OF OWNERS | 3                     | OWNERSHIP TITLE | 4               |    |
| THUMB                    |                   | TOM                               |      | JR              | 123-45-6789  |                                      |               |                       |                 |                 |    |
| OWNER ADDRESS STREET 1   | 5                 | OWNER ADDRESS STREET 2            |      |                 | CITY         | STATE                                | ZIP           | COUNTRY (IF NOT U.S.) |                 |                 |    |
| 13 WITH WAY              |                   |                                   |      |                 | FAIRYLAND    | NJ                                   | 08628         |                       |                 |                 |    |
| PROPERTY CODE            | 6                 | PROPERTY ID NUMBER                | 7    | DATE (MM DD YY) | 8            | CASH REPORTED                        | 9             | SECURITIES REPORTED   | 10              | TRANSFER METHOD | 11 |
| SC19                     |                   | 123456                            |      | 5/21/91         |              | \$ 50.00                             |               |                       |                 |                 |    |
| OWNER CERTIFICATE ID NO. | 13                | DATED DATE OF REMITTED SECURITIES |      |                 | 14           | DESCRIPTION OF PROPERTY / ISSUE NAME |               |                       |                 |                 |    |
|                          |                   |                                   |      |                 |              | ABC CORP.                            |               |                       |                 |                 |    |
| CASH DIVIDEND(s)         | 16                |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
| From:                    | To:               |                                   |      |                 |              |                                      |               |                       |                 |                 |    |

|                          |                     |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
|--------------------------|---------------------|-----------------------------------|------|-----------------|--------------|--------------------------------------|---------------|-----------------------|-----------------|-----------------|----|
| REC NO.                  | SC19 - DRP - SHARES |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
| OWNER LAST NAME          | 1                   | FIRST NAME                        | M.I. | SUFFIX          | OWNER ID/SS# | 2                                    | NO. OF OWNERS | 3                     | OWNERSHIP TITLE | 4               |    |
| THUMB                    |                     | TOM                               |      | JR              | 123-45-6789  |                                      |               |                       |                 |                 |    |
| OWNER ADDRESS STREET 1   | 5                   | OWNER ADDRESS STREET 2            |      |                 | CITY         | STATE                                | ZIP           | COUNTRY (IF NOT U.S.) |                 |                 |    |
| 13 WITCH WAY             |                     |                                   |      |                 | FAIRYLAND    | NJ                                   | 08628         |                       |                 |                 |    |
| PROPERTY CODE            | 6                   | PROPERTY ID NUMBER                | 7    | DATE (MM DD YY) | 8            | CASH REPORTED                        | 9             | SECURITIES REPORTED   | 10              | TRANSFER METHOD | 11 |
| SC19                     |                     | 9845632                           |      | 10/20/96        |              | \$                                   |               | 123.456               |                 | T               |    |
| OWNER CERTIFICATE ID NO. | 13                  | DATED DATE OF REMITTED SECURITIES |      |                 | 14           | DESCRIPTION OF PROPERTY / ISSUE NAME |               |                       |                 |                 |    |
|                          |                     | 10/20/96                          |      |                 |              | DUE - XYZ COM                        |               |                       |                 |                 |    |
| CASH DIVIDEND(s)         | 16                  |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
| From:                    | To:                 |                                   |      |                 |              |                                      |               |                       |                 |                 |    |

|                          |                        |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
|--------------------------|------------------------|-----------------------------------|------|-----------------|--------------|--------------------------------------|---------------|-----------------------|-----------------|-----------------|----|
| REC NO.                  | SC20 - CREDIT BALANCES |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
| OWNER LAST NAME          | 1                      | FIRST NAME                        | M.I. | SUFFIX          | OWNER ID/SS# | 2                                    | NO. OF OWNERS | 3                     | OWNERSHIP TITLE | 4               |    |
| THUMB                    |                        | TOM                               |      | JR              | 123-45-6789  |                                      |               |                       |                 |                 |    |
| OWNER ADDRESS STREET 1   | 5                      | OWNER ADDRESS STREET 2            |      |                 | CITY         | STATE                                | ZIP           | COUNTRY (IF NOT U.S.) |                 |                 |    |
| 13 WITCH WAY             |                        |                                   |      |                 | FAIRYLAND    | NJ                                   | 08628         |                       |                 |                 |    |
| PROPERTY CODE            | 6                      | PROPERTY ID NUMBER                | 7    | DATE (MM DD YY) | 8            | CASH REPORTED                        | 9             | SECURITIES REPORTED   | 10              | TRANSFER METHOD | 11 |
| SC20                     |                        | 45635                             |      | 5/21/91         |              | \$ 30.00                             |               |                       |                 |                 |    |
| OWNER CERTIFICATE ID NO. | 13                     | DATED DATE OF REMITTED SECURITIES |      |                 | 14           | DESCRIPTION OF PROPERTY / ISSUE NAME |               |                       |                 |                 |    |
|                          |                        |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
| CASH DIVIDEND(s)         | 16                     |                                   |      |                 |              |                                      |               |                       |                 |                 |    |
| From:                    | To:                    |                                   |      |                 |              |                                      |               |                       |                 |                 |    |



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| SC29 UNDELIVERABLE                          |                                    |   |                          |   |                                  |                            |                      |                          |  | HOLDER |  |
|---|------------------------------------|---|--------------------------|---|----------------------------------|----------------------------|----------------------|--------------------------|--|--------|--|
| REC NO.                                     | OWNER LAST NAME<br>1<br>THUMB      | FIRST NAME<br>TOM                       | M.I.<br>JR               | SUFFIX  | OWNER ID/SS#<br>2<br>123-45-6789 | NO. OF OWNERS<br>3         | OWNERSHIP TITLE<br>4 |                          |  |        |  |
| OWNER ADDRESS STREET 1<br>5<br>13 WITCH WAY |                                    | OWNER ADDRESS STREET 2                  |                          |   | CITY<br>FAIRYLAND                | STATE<br>NJ                | ZIP<br>08628         | COUNTRY<br>(IF NOT U.S.) |  |        |  |
| PROPERTY CODE<br>6<br>SC29                  | PROPERTY ID NUMBER<br>7<br>9876543 | DATE (MM DD YY)<br>8<br>5/21/91         | CASH REPORTED<br>9<br>\$ | SECURITIES REPORTED<br>10<br>20                             | TRANSFER METHOD<br>11<br>P       | CUSIP #<br>12<br>123456789 |                      |                          |  |        |  |
| OWNER CERTIFICATE ID NO.<br>13<br>ABC12345  |                                    | DATED DATE OF REMITTED SECURITIES<br>14 |                          | DESCRIPTION OF PROPERTY / ISSUE NAME<br>15<br>DUE = XYZ COM |                                  |                            |                      |                          |  |        |  |
| CASH DIVIDEND(s)<br>16                      |                                    |   |                          |   |                                  |                            |                      |                          |  |        |  |
| From:                                       |                                    | To:                                     |                          |   |                                  |                            |                      |                          |  |        |  |

| SC30 NONTRANSFERABLE                        |                               |   |                          |   |                                  |                            |                      |                          |  |
|---|-------------------------------|---|--------------------------|---|----------------------------------|----------------------------|----------------------|--------------------------|--|
| REC NO.                                     | OWNER LAST NAME<br>1<br>THUMB | FIRST NAME<br>TOM                       | M.I.<br>JR               | SUFFIX  | OWNER ID/SS#<br>2<br>123-45-6789 | NO. OF OWNERS<br>3         | OWNERSHIP TITLE<br>4 |                          |  |
| OWNER ADDRESS STREET 1<br>5<br>13 WITCH WAY |                               | OWNER ADDRESS STREET 2                  |                          |   | CITY<br>FAIRYLAND                | STATE<br>NJ                | ZIP<br>08628         | COUNTRY<br>(IF NOT U.S.) |  |
| PROPERTY CODE<br>6<br>SC30                  | PROPERTY ID NUMBER<br>7       | DATE (MM DD YY)<br>8<br>5/21/91         | CASH REPORTED<br>9<br>\$ | SECURITIES REPORTED<br>10<br>20                             | TRANSFER METHOD<br>11<br>P       | CUSIP #<br>12<br>123456789 |                      |                          |  |
| OWNER CERTIFICATE ID NO.<br>13<br>ABC12345  |                               | DATED DATE OF REMITTED SECURITIES<br>14 |                          | DESCRIPTION OF PROPERTY / ISSUE NAME<br>15<br>DUE = XYZ COM |                                  |                            |                      |                          |  |
| CASH DIVIDEND(s)<br>16                      |                               |   |                          |   |                                  |                            |                      |                          |  |
| From:                                       |                               | To:                                     |                          |   |                                  |                            |                      |                          |  |

| SC31 CASH FOR UNEXCHANGED SHARES            |                               |   |                                |   |                                  |                            |                      |                          |  |
|---|-------------------------------|---|--------------------------------|---|----------------------------------|----------------------------|----------------------|--------------------------|--|
| REC NO.                                     | OWNER LAST NAME<br>1<br>THUMB | FIRST NAME<br>TOM                       | M.I.<br>JR                     | SUFFIX  | OWNER ID/SS#<br>2<br>123-45-6789 | NO. OF OWNERS<br>3         | OWNERSHIP TITLE<br>4 |                          |  |
| OWNER ADDRESS STREET 1<br>5<br>13 WITCH WAY |                               | OWNER ADDRESS STREET 2                  |                                |   | CITY<br>FAIRYLAND                | STATE<br>NJ                | ZIP<br>08628         | COUNTRY<br>(IF NOT U.S.) |  |
| PROPERTY CODE<br>6<br>SC31                  | PROPERTY ID NUMBER<br>7       | DATE (MM DD YY)<br>8<br>5/21/91         | CASH REPORTED<br>9<br>\$ 50.00 | SECURITIES REPORTED<br>10   | TRANSFER METHOD<br>11            | CUSIP #<br>12<br>123456789 |                      |                          |  |
| OWNER CERTIFICATE ID NO.<br>13<br>ABC12345  |                               | DATED DATE OF REMITTED SECURITIES<br>14 |                                | DESCRIPTION OF PROPERTY / ISSUE NAME<br>15<br>POR = ABC @ 5.00 PS<br>OR<br>POR = 10 ABC COM |                                  |                            |                      |                          |  |
| CASH DIVIDEND(s)<br>16                      |                               |   |                                |   |                                  |                            |                      |                          |  |
| From:                                       |                               | To:                                     |                                |   |                                  |                            |                      |                          |  |

| SC32 LIQUIDATION/REDEMPTION RELATED TO STOCK |                               |   |                                 |  |                                  |                    |                      |                          |  |
|--|-------------------------------|---|---------------------------------|--|----------------------------------|--------------------|----------------------|--------------------------|--|
| REC NO.                                      | OWNER LAST NAME<br>1<br>THUMB | FIRST NAME<br>TOM                       | M.I.<br>JR                      | SUFFIX   | OWNER ID/SS#<br>2<br>123-45-6789 | NO. OF OWNERS<br>3 | OWNERSHIP TITLE<br>4 |                          |  |
| OWNER ADDRESS STREET 1<br>5<br>13 WITCH WAY  |                               | OWNER ADDRESS STREET 2                  |                                 |  | CITY<br>FAIRYLAND                | STATE<br>NJ        | ZIP<br>80628         | COUNTRY<br>(IF NOT U.S.) |  |
| PROPERTY CODE<br>6<br>SC32                   | PROPERTY ID NUMBER<br>7       | DATE (MM DD YY)<br>8<br>5/21/91         | CASH REPORTED<br>9<br>\$ 440.00 | SECURITIES REPORTED<br>10  | TRANSFER METHOD<br>11            | CUSIP #<br>12      |                      |                          |  |
| OWNER CERTIFICATE ID NO.<br>13               |                               | DATED DATE OF REMITTED SECURITIES<br>14 |                                 | DESCRIPTION OF PROPERTY / ISSUE NAME<br>15<br>POR = ABC @ 2 20 PS<br>OR<br>POR = ABC COM |                                  |                    |                      |                          |  |
| CASH DIVIDEND(s)<br>16                       |                               |   |                                 |  |                                  |                    |                      |                          |  |
| From:  |                               | To:                                     |                                 |  |                                  |                    |                      |                          |  |



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**EXAMPLE RECORDS FOR REPORTING BONDS**

HOLDER

**SC14 - DEBENTURE**

|         |  |                                      |                   |   |                               |                    |                          |
|---------|--|--------------------------------------|-------------------|---|-------------------------------|--------------------|--------------------------|
| REC NO. | OWNER LAST NAME 1.1a<br>DOE                  | FIRST NAME<br>JOHN                   | M.I.<br>L         | SUFFIX  | OWNER ID/SS# 2<br>142-22-9999 | NO. OF OWNERS 3    | OWNERSHIP TITLE 4        |
|         | OWNER ADDRESS STREET 1 5<br>10 FRIENDLY LANE | OWNER ADDRESS STREET 2               |                   | CITY<br>FANTASY   | STATE<br>NJ                   | ZIP<br>77777       | COUNTRY (IF NOT U.S.)    |
|         | PROPERTY CODE 6<br>SC14                      | PROPERTY ID NUMBER 7                 | DATE (MM DD YY) 8 | CASH REPORTED 9<br>\$ 1,000.00  | SECURITIES REPORTED 10        | TRANSFER METHOD 11 | CUSIP # 12<br>1234567860 |
|         | OWNER CERTIFICATE ID NO. 13<br>96            | DATED DATE OF REMITTED SECURITIES 14 |                   | DESCRIPTION OF PROPERTY / ISSUE NAME 15.a,b,c<br>AMERICAN TELEPHONE & TELEGRAPH COMPANY 8 3/4%<br>DEBENTURE MATURITY 5-15-2000 CALL @ 100%<br>1-1-92 DTD 5-23-78 -0- ACCRUED INTEREST |                               |                    |                          |
|         | CASH DIVIDEND(s) 16                          |                                      | From: To:         |   |                               |                    |                          |

|         |                                       |                                      |                   |   |                        |                    |                       |
|---------|---------------------------------------|--------------------------------------|-------------------|---|------------------------|--------------------|-----------------------|
| REC NO. | OWNER LAST NAME 1.1a<br>GLOUC CO UTIL | FIRST NAME<br>AUTH                   | M.I.              | SUFFIX  | OWNER ID/SS# 2         | NO. OF OWNERS 3    | OWNERSHIP TITLE 4     |
|         | OWNER ADDRESS STREET 1 5              | OWNER ADDRESS STREET 2               |                   | CITY  | STATE                  | ZIP                | COUNTRY (IF NOT U.S.) |
|         | PROPERTY CODE 6<br>SC40               | PROPERTY ID NUMBER 7                 | DATE (MM DD YY) 8 | CASH REPORTED 9<br>\$ 500.00  | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12            |
|         | OWNER CERTIFICATE ID NO. 13           | DATED DATE OF REMITTED SECURITIES 14 |                   | DESCRIPTION OF PROPERTY / ISSUE NAME 15.a,b,c<br>GLOUCESTER COUNTY UTILITIES AUTHORITY SEWER<br>REVENUE (1978"A") DTD 7-1-78 5.00% DUE 1-1-92<br>CERTIFICATE NOS. 768-771 |                        |                    |                       |
|         | CASH DIVIDEND(s) 16                   |                                      | From: To:         |   |                        |                    |                       |

|         |  |                                      |                   |   |                               |                    |                       |
|---------|--|--------------------------------------|-------------------|---|-------------------------------|--------------------|-----------------------|
| REC NO. | OWNER LAST NAME 1.1a<br>DOE                  | FIRST NAME<br>JOHN                   | M.I.<br>L         | SUFFIX  | OWNER ID/SS# 2<br>142-22-9999 | NO. OF OWNERS 3    | OWNERSHIP TITLE 4     |
|         | OWNER ADDRESS STREET 1 5<br>10 FRIENDLY LANE | OWNER ADDRESS STREET 2               |                   | CITY<br>FANTASY                               | STATE<br>NJ                   | ZIP<br>77777       | COUNTRY (IF NOT U.S.) |
|         | PROPERTY CODE 6<br>SC41                      | PROPERTY ID NUMBER 7<br>B42447       | DATE (MM DD YY) 8 | CASH REPORTED 9<br>\$ 500.00                  | SECURITIES REPORTED 10        | TRANSFER METHOD 11 | CUSIP # 12            |
|         | OWNER CERTIFICATE ID NO. 13                  | DATED DATE OF REMITTED SECURITIES 14 |                   | DESCRIPTION OF PROPERTY / ISSUE NAME 15.a,b,c |                               |                    |                       |
|         | CASH DIVIDEND(s) 16                          |                                      | From: To:         |   |                               |                    |                       |

|         |                                       |                                      |                   |   |                        |                    |                         |
|---------|---------------------------------------|--------------------------------------|-------------------|---|------------------------|--------------------|-------------------------|
| REC NO. | OWNER LAST NAME 1.1a<br>GLOUC CO UTIL | FIRST NAME<br>AUTH                   | M.I.              | SUFFIX  | OWNER ID/SS# 2         | NO. OF OWNERS 3    | OWNERSHIP TITLE 4       |
|         | OWNER ADDRESS STREET 1 5              | OWNER ADDRESS STREET 2               |                   | CITY  | STATE                  | ZIP                | COUNTRY (IF NOT U.S.)   |
|         | PROPERTY CODE 6<br>SC42               | PROPERTY ID NUMBER 7                 | DATE (MM DD YY) 8 | CASH REPORTED 9<br>\$ 20,000.00   | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12<br>379700829 |
|         | OWNER CERTIFICATE ID NO. 13           | DATED DATE OF REMITTED SECURITIES 14 |                   | DESCRIPTION OF PROPERTY / ISSUE NAME 15<br>GLOUCESTER COUNTY UTILITIES AUTHORITY SEWER REV<br>(1978"A") DTD 7-1-78 5.00% MATURITY 1-1-92<br>CERTIFICATE NOS. 768-771 CALL 1-1-90 @ 100%<br>-0- ACCRUED INTEREST |                        |                    |                         |
|         | CASH DIVIDEND(s) 16                   |                                      | From: To:         |   |                        |                    |                         |



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**EXAMPLE RECORDS FOR REPORTING BONDS**

| REC NO.   | HOLDER                      |                      |                                      |                        |   |        |                        |                    |               |                       |  |
|---|-----------------------------|----------------------|--------------------------------------|------------------------|---|--------|------------------------|--------------------|---------------|-----------------------|--|
| SC43 Bearer Bond Principal Check                                    | OWNER LAST NAME 1,1a        |                      | FIRST NAME                           |                        | M.I.  | SUFFIX | OWNER ID/SS# 2         |                    | NO. OF OWNERS | OWNERSHIP TITLE 4     |  |
|   | DOE                         |                      | JOHN                                 |                        | L   |        | 142-22-9999            |                    | 3             |                       |  |
|   | OWNER ADDRESS STREET 1 5    |                      |                                      | OWNER ADDRESS STREET 2 |   |        | CITY                   |                    | STATE         | ZIP                   |  |
|   | 10 FRIENDLY LANE            |                      |                                      |                        |   |        | FANTASY                |                    | NJ            | 77777                 |  |
|   |                             |                      |                                      |                        |   |        |                        |                    |               | COUNTRY (IF NOT U.S.) |  |
|   | PROPERTY CODE 6             | PROPERTY ID NUMBER 7 | DATE (MM DD YY) 8                    |                        | CASH REPORTED 9                               |        | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12    |                       |  |
|   | SC43                        | B424467              |                                      |                        | \$ 20,000.00                                  |        |                        |                    |               |                       |  |
|   | OWNER CERTIFICATE ID NO. 13 |                      | DATED DATE OF REMITTED SECURITIES 14 |                        | DESCRIPTION OF PROPERTY / ISSUE NAME 15,a,b,c |        |                        |                    |               |                       |  |
|   | CASH DIVIDEND(s) 16         |                      |                                      |                        |   |        |                        |                    |               |                       |  |
|   | From:                       |                      | To:                                  |                        |   |        |                        |                    |               |                       |  |
| SC45 Registered Bond Interest (No Check) Single Certificate         | OWNER LAST NAME 1,1a        |                      | FIRST NAME                           |                        | M.I.  | SUFFIX | OWNER ID/SS# 2         |                    | NO. OF OWNERS | OWNERSHIP TITLE 4     |  |
|   | DOE                         |                      | JOHN                                 |                        | L   |        | 142-22-9999            |                    | 3             |                       |  |
|   | OWNER ADDRESS STREET 1 5    |                      |                                      | OWNER ADDRESS STREET 2 |   |        | CITY                   |                    | STATE         | ZIP                   |  |
|   | 10 FRIENDLY LANE            |                      |                                      |                        |   |        | FANTASY                |                    | NJ            | 77777                 |  |
|   |                             |                      |                                      |                        |   |        |                        |                    |               | COUNTRY (IF NOT U.S.) |  |
|   | PROPERTY CODE 6             | PROPERTY ID NUMBER 7 | DATE (MM DD YY) 8                    |                        | CASH REPORTED 9                               |        | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12    |                       |  |
|   | SC45                        |                      |                                      |                        | \$ 500.00                                     |        |                        |                    |               |                       |  |
|   | OWNER CERTIFICATE ID NO. 13 |                      | DATED DATE OF REMITTED SECURITIES 14 |                        | DESCRIPTION OF PROPERTY / ISSUE NAME 15 a,b,c |        |                        |                    |               |                       |  |
|   | CASH DIVIDEND(s) 16         |                      |                                      |                        |   |        |                        |                    |               |                       |  |
|   | From:                       |                      | To:                                  |                        |   |        |                        |                    |               |                       |  |
| SC46 Registered Bond Interest Check                                 | OWNER LAST NAME 1,1a        |                      | FIRST NAME                           |                        | M.I.  | SUFFIX | OWNER ID/SS# 2         |                    | NO. OF OWNERS | OWNERSHIP TITLE 4     |  |
|   | DOE                         |                      | JOHN                                 |                        | L   |        |                        |                    | 3             |                       |  |
|   | OWNER ADDRESS STREET 1 5    |                      |                                      | OWNER ADDRESS STREET 2 |   |        | CITY                   |                    | STATE         | ZIP                   |  |
|   | 10 FRIENDLY LANE            |                      |                                      |                        |   |        | FANTASY                |                    | NJ            | 77777                 |  |
|   |                             |                      |                                      |                        |   |        |                        |                    |               | COUNTRY (IF NOT U.S.) |  |
|   | PROPERTY CODE 6             | PROPERTY ID NUMBER 7 | DATE (MM DD YY) 8                    |                        | CASH REPORTED 9                               |        | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12    |                       |  |
|   | SC46                        | R76302               |                                      |                        | \$ 500.00                                     |        |                        |                    |               |                       |  |
|   | OWNER CERTIFICATE ID NO. 13 |                      | DATED DATE OF REMITTED SECURITIES 14 |                        | DESCRIPTION OF PROPERTY / ISSUE NAME 15 a,b,c |        |                        |                    |               |                       |  |
|   | CASH DIVIDEND(s) 16         |                      |                                      |                        |   |        |                        |                    |               |                       |  |
|   | From:                       |                      | To:                                  |                        |   |        |                        |                    |               |                       |  |
| SC47 Registered Bond Principal (No Check) W/Call Single Certificate | OWNER LAST NAME 1,1a        |                      | FIRST NAME                           |                        | M.I.  | SUFFIX | OWNER ID/SS# 2         |                    | NO. OF OWNERS | OWNERSHIP TITLE 4     |  |
|   | DOE                         |                      | JOHN                                 |                        | L   |        | 142-22-9999            |                    | 3             |                       |  |
|   | OWNER ADDRESS STREET 1 5    |                      |                                      | OWNER ADDRESS STREET 2 |   |        | CITY                   |                    | STATE         | ZIP                   |  |
|   | 10 FRIENDLY LANE            |                      |                                      |                        |   |        | FANTASY                |                    | NJ            | 77777                 |  |
|   |                             |                      |                                      |                        |   |        |                        |                    |               | COUNTRY (IF NOT U.S.) |  |
|   | PROPERTY CODE 6             | PROPERTY ID NUMBER 7 | DATE (MM DD YY) 8                    |                        | CASH REPORTED 9                               |        | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12    |                       |  |
|   | SC47                        |                      |                                      |                        | \$ 20,000.00                                  |        |                        |                    |               |                       |  |
|   | OWNER CERTIFICATE ID NO. 13 |                      | DATED DATE OF REMITTED SECURITIES 14 |                        | DESCRIPTION OF PROPERTY / ISSUE NAME 15 a,b,c |        |                        |                    |               |                       |  |
|   | CASH DIVIDEND(s) 16         |                      |                                      |                        |   |        |                        |                    |               |                       |  |
|   | From:                       |                      | To:                                  |                        |   |        |                        |                    |               |                       |  |





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## EXAMPLE RECORDS FOR REPORTING BONDS

## SC48 REGISTERED BOND PRINCIPAL CHECK

|         |  |                                      |                   |  |                               |                    |                   |
|---------|--|--------------------------------------|-------------------|--|-------------------------------|--------------------|-------------------|
| REC NO. | OWNER LAST NAME 1,1a<br>DOE                  | FIRST NAME<br>JOHN                   | M.I.<br>L         | SUFFIX                                       | OWNER ID/SS# 2<br>142-22-9999 | NO. OF OWNERS 3    | OWNERSHIP TITLE 4 |
|         | OWNER ADDRESS STREET 1 5<br>10 FRIENDLY LANE | OWNER ADDRESS STREET 2               |                   |  | CITY<br>FANTASY               | STATE<br>NJ        | ZIP<br>08628      |
|         | PROPERTY CODE 6<br>SC48                      | PROPERTY ID NUMBER 7<br>R40832       | DATE (MM DD YY) 8 | CASH REPORTED 9<br>\$ 20.000.00              | SECURITIES REPORTED 10        | TRANSFER METHOD 11 | CUSIP # 12        |
|         | OWNER CERTIFICATE ID NO. 13                  | DATED DATE OF REMITTED SECURITIES 14 |                   | DESCRIPTION OF PROPERTY / ISSUE NAME 15a,b,c |                               |                    |                   |
|         | CASH DIVIDEND(s) 16                          |                                      | From: To:         |  |                               |                    |                   |

## SC49 REGISTERED BONDS - MISCELLANEOUS ACCOUNT BALANCES

|         |                                       |                                      |                   |  |                        |                    |                              |
|---------|---------------------------------------|--------------------------------------|-------------------|--|------------------------|--------------------|------------------------------|
| REC NO. | OWNER LAST NAME 1,1a<br>GLOUC CO UTIL | FIRST NAME<br>AUTH                   | M.I.              | SUFFIX   | OWNER ID/SS# 2         | NO. OF OWNERS 3    | OWNERSHIP TITLE 4            |
|         | OWNER ADDRESS STREET 1 5              | OWNER ADDRESS STREET 2               |                   |  | CITY                   | STATE              | ZIP<br>COUNTRY (IF NOT U.S.) |
|         | PROPERTY CODE 6<br>SC49               | PROPERTY ID NUMBER 7                 | DATE (MM DD YY) 8 | CASH REPORTED 9<br>\$ 10.000.00  | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12                   |
|         | OWNER CERTIFICATE ID NO. 13           | DATED DATE OF REMITTED SECURITIES 14 |                   | DESCRIPTION OF PROPERTY / ISSUE NAME 15 a,b,c<br>GLOUCESTER COUNTY UTILITIES AUTHORITY SEWER REV (1978"A") 5 00% MATURITY 1-1-92 |                        |                    |                              |
|         | CASH DIVIDEND(s) 16                   |                                      | From: To:         |  |                        |                    |                              |

|         |                             |                                      |                   |   |                        |                    |                              |
|---------|-----------------------------|--------------------------------------|-------------------|---|------------------------|--------------------|------------------------------|
| REC NO. | OWNER LAST NAME 1,1a        | FIRST NAME                           | M.I.              | SUFFIX  | OWNER ID/SS# 2         | NO. OF OWNERS 3    | OWNERSHIP TITLE 4            |
|         | OWNER ADDRESS STREET 1 5    | OWNER ADDRESS STREET 2               |                   |   | CITY                   | STATE              | ZIP<br>COUNTRY (IF NOT U.S.) |
|         | PROPERTY CODE 6             | PROPERTY ID NUMBER 7                 | DATE (MM DD YY) 8 | CASH REPORTED 9                               | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12                   |
|         | OWNER CERTIFICATE ID NO. 13 | DATED DATE OF REMITTED SECURITIES 14 |                   | DESCRIPTION OF PROPERTY / ISSUE NAME 15 a,b,c |                        |                    |                              |
|         | CASH DIVIDEND(s) 16         |                                      | From: To:         |   |                        |                    |                              |

|         |                             |                                      |                   |  |                        |                    |                              |
|---------|-----------------------------|--------------------------------------|-------------------|--|------------------------|--------------------|------------------------------|
| REC NO. | OWNER LAST NAME 1,1a        | FIRST NAME                           | M.I.              | SUFFIX                                       | OWNER ID/SS# 2         | NO. OF OWNERS 3    | OWNERSHIP TITLE 4            |
|         | OWNER ADDRESS STREET 1 5    | OWNER ADDRESS STREET 2               |                   |  | CITY                   | STATE              | ZIP<br>COUNTRY (IF NOT U.S.) |
|         | PROPERTY CODE 6             | PROPERTY ID NUMBER 7                 | DATE (MM DD YY) 8 | CASH REPORTED 9                              | SECURITIES REPORTED 10 | TRANSFER METHOD 11 | CUSIP # 12                   |
|         | OWNER CERTIFICATE ID NO. 13 | DATED DATE OF REMITTED SECURITIES 14 |                   | DESCRIPTION OF PROPERTY / ISSUE NAME 15a,b,c |                        |                    |                              |
|         | CASH DIVIDEND(s) 16         |                                      | From: To:         |  |                        |                    |                              |



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| HOLDER<br><b>TR02 - UNDELIVERED OR UNCASHED DIVIDENDS - MULTIPLE DATES</b> |   |  |  |   |                      |                   |                              |
|--|---|--|--|---|----------------------|-------------------|------------------------------|
| REC NO.  | OWNER LAST NAME (1)<br><b>WOOLWORTH</b> | FIRST NAME<br><b>100</b>               | M.I.                                   | SUFFIX  | OWNER ID/SS# (2)     | NO. OF OWNERS (3) | OWNERSHIP TITLE (4)          |
| OWNER ADDRESS STREET 1 (5)   |   | OWNER ADDRESS STREET 2                 |  |   | CITY                 | STATE             | ZIP<br>COUNTRY (IF NOT U.S.) |
| PROPERTY CODE (6)<br><b>TR02</b>   | PROPERTY ID NUMBER (7)                  | DATE (MM DD YY) (8)                    | CASH REPORTED (9)<br>\$ <b>1000.00</b> | SECURITIES REPORTED (10)  | TRANSFER METHOD (11) | CUSIP # (12)      |                              |
| OWNER CERTIFICATE ID NO. (13)  |   | DATED DATE OF REMITTED SECURITIES (14) |  | DESCRIPTION OF PROPERTY / ISSUE NAME (15)<br><b>WOOLWORTH PFD SER E</b> |                      |                   |                              |
| CASH DIVIDEND(s) (16)  |   | From: <b>1/1/90</b> To: <b>1/1/92</b>  |  |   |                      |                   |                              |

| <b>TR06 - SHARES REPORTED UNDER COMPANY NAME FOR UNKNOWN OWNERS</b> |   |   |                         |   |                                  |                                   |                              |
|---|---|---|-------------------------|---|----------------------------------|-----------------------------------|------------------------------|
| REC NO.   | OWNER LAST NAME (1)<br><b>WOOLWORTH</b> | FIRST NAME<br><b>100</b>                                  | M.I.                    | SUFFIX  | OWNER ID/SS# (2)                 | NO. OF OWNERS (3)                 | OWNERSHIP TITLE (4)          |
| OWNER ADDRESS STREET 1 (5)  |   | OWNER ADDRESS STREET 2                                    |                         |   | CITY                             | STATE                             | ZIP<br>COUNTRY (IF NOT U.S.) |
| PROPERTY CODE (6)<br><b>TR06</b>                                    | PROPERTY ID NUMBER (7)<br><b>123456</b> | DATE (MM DD YY) (8)<br><b>1/1/88</b>                      | CASH REPORTED (9)<br>\$ | SECURITIES REPORTED (10)<br><b>2,500</b>                                | TRANSFER METHOD (11)<br><b>P</b> | CUSIP # (12)<br><b>0555554433</b> |                              |
| OWNER CERTIFICATE ID NO. (13)<br><b>TS5432</b>                      |   | DATED DATE OF REMITTED SECURITIES (14)<br><b>10/20/95</b> |                         | DESCRIPTION OF PROPERTY / ISSUE NAME (15)<br><b>WOOLWORTH PFD SER E</b> |                                  |                                   |                              |
| CASH DIVIDEND(s) (16)   |   | From: To:   |                         |   |                                  |                                   |                              |

|                          |                    |                                   |               |                                      |                 |               |                              |
|--------------------------|--------------------|-----------------------------------|---------------|--------------------------------------|-----------------|---------------|------------------------------|
| REC NO.                  | OWNER LAST NAME    | FIRST NAME                        | M.I.          | SUFFIX                               | OWNER ID/SS#    | NO. OF OWNERS | OWNERSHIP TITLE              |
| OWNER ADDRESS STREET 1   |                    | OWNER ADDRESS STREET 2            |               |                                      | CITY            | STATE         | ZIP<br>COUNTRY (IF NOT U.S.) |
| PROPERTY CODE            | PROPERTY ID NUMBER | DATE (MM DD YY)                   | CASH REPORTED | SECURITIES REPORTED                  | TRANSFER METHOD | CUSIP #       |                              |
| OWNER CERTIFICATE ID NO. |                    | DATED DATE OF REMITTED SECURITIES |               | DESCRIPTION OF PROPERTY / ISSUE NAME |                 |               |                              |
| CASH DIVIDEND(s)         |                    | From: To:                         |               |                                      |                 |               |                              |

|                          |                    |                                   |               |                                      |                 |               |                              |
|--------------------------|--------------------|-----------------------------------|---------------|--------------------------------------|-----------------|---------------|------------------------------|
| REC NO.                  | OWNER LAST NAME    | FIRST NAME                        | M.I.          | SUFFIX                               | OWNER ID/SS#    | NO. OF OWNERS | OWNERSHIP TITLE              |
| OWNER ADDRESS STREET 1   |                    | OWNER ADDRESS STREET 2            |               |                                      | CITY            | STATE         | ZIP<br>COUNTRY (IF NOT U.S.) |
| PROPERTY CODE            | PROPERTY ID NUMBER | DATE (MM DD YY)                   | CASH REPORTED | SECURITIES REPORTED                  | TRANSFER METHOD | CUSIP #       |                              |
| OWNER CERTIFICATE ID NO. |                    | DATED DATE OF REMITTED SECURITIES |               | DESCRIPTION OF PROPERTY / ISSUE NAME |                 |               |                              |
| CASH DIVIDEND(s)         |                    | From: To:                         |               |                                      |                 |               |                              |

## BUSINESS CODES

| CONSTRUCTION BUSINESS CODES |   |      |  |      |  |
|-----------------------------|---|------|--|------|--|
| CODE                        | DESCRIPTION                                       | CODE | DESCRIPTION                                  | CODE | DESCRIPTION                                  |
| 4815                        | Asphalt   | 5808 | Concrete                                     | 5621 | Models and Hobby Related Merchandise         |
| 4800                        | Building  | 5627 | Containers (Industrial/Commercial)           | 5638 | Monuments, Caskets & Related Merchandise     |
| 4806                        | Carpentering & Wood Flooring                      | 5110 | Costumes                                     | 5201 | Motor Vehicles                               |
| 4808                        | Concrete Work                                     | 5305 | Dairy Products                               | 5207 | Motorboats                                   |
| 4817                        | Demolition, Excavation                            | 5601 | Drugs & Medical Supplies, Medical Equipment  | 5209 | Motorcycles, Minibikes                       |
| 4821                        | Dry Wall, Plaster                                 | 5502 | Dry Goods                                    | 5215 | Mufflers                                     |
| 4804                        | Electrical Work                                   | 5903 | Electric                                     | 5606 | Musical Instruments & Related Merchandise    |
| 4812                        | Energy Conservation                               | 5905 | Electric and Gas                             | 5318 | Non-Alcoholic Beverages                      |
| 4823                        | Fencing   | 5804 | Electrical Materials                         | 5402 | Office Furniture and Furnishings             |
| 4801                        | General Building Contractor                       | 5630 | Electronic Equipment                         | 5616 | Optical Goods                                |
| 4810                        | Heating & Air Conditioning                        | 5812 | Energy Conservation Related                  | 5803 | Paint, Wallpaper and Decorating              |
| 4820                        | Iron & Steel                                      | 5105 | Family Clothing                              | 5633 | Paintings, Sculpture and Related Artwork     |
| 4805                        | Masonry & Stonework                               | 5607 | Farm and Garden Equipment and Supplies       | 5628 | Paper and Packaging Products                 |
| 4818                        | Miscellaneous Construction & Repair               | 5823 | Fencing                                      | 5635 | Perfumes and Cosmetics                       |
| 4803                        | Painting, Paper Hanging & Decorating              | 5611 | Flowers and Related Merchandise              | 5640 | Pet Supplies                                 |
| 4802                        | Plumbing  | 5300 | Food   | 5313 | Pizza  |
| 4807                        | Roofing   | 5106 | Footwear                                     | 5802 | Plumbing Materials                           |
| 4819                        | Septic & Cesspool                                 | 5103 | Formal Wear (Tuxedos, Bridal Gowns, etc.)    | 5623 | Pools and Related Accessories                |
| 4822                        | Siding (Aluminum, Brickface, Stucco)              | 5303 | Fruit and/or Vegetables                      | 5202 | Recreational Vehicles, Campers               |
| 4816                        | Well Drilling                                     | 5609 | Fuel (Bottled Gas, Kerosene, Charcoal, etc.) | 5639 | Religious Articles, Clothing & Related       |
| 4811                        | Windows, Doors, Glass                             | 5400 | Furniture                                    | 5807 | Roofing Materials                            |
|                             |   | 5108 | Furriers                                     | 5822 | Siding (Aluminum, Brickface, Stucco)         |
|                             | <b>RETAIL BUSINESS CODES</b>                      | 5904 | Gas  | 5620 | Signs and Advertising Displays               |
| 5631                        | Aircraft and Related Supplies                     | 5500 | General Merchandise                          | 5636 | Soaps, Detergents, etc.                      |
| 5314                        | Alcoholic Beverages/Liquor                        | 5615 | Gifts, Souvenirs                             | 5307 | Specialty Foods                              |
| 5508                        | Annual Shows                                      | 5301 | Grocery Items                                | 5605 | Sporting Goods and Related Merchandise       |
| 5100                        | Apparel   | 5634 | Hair Grooming Supplies                       | 5603 | Stamps, Coins, Gold, Precious Metals, etc.   |
| 5404                        | Appliances, Housewares, Linens                    | 5813 | Hardware                                     | 5613 | Stationery, Greeting Cards, School Supplies  |
| 5622                        | Art, Mechanical Drawing & Related Supplies        | 5315 | Health Food Products                         | 5906 | Steam  |
| 5815                        | Asphalt   | 5810 | Heating, Ventilation and Air Conditioning    | 5902 | Telegraph                                    |
| 5405                        | Audio/Visual (TV, Stereo, Records, CD)            | 5401 | Household Furniture and Furnishings          | 5901 | Telephone                                    |
| 5208                        | Auto Parts and Related Products/Accessories       | 5610 | Ice  | 5624 | Telephones, Telecommunications Equipment     |
| 5220                        | Auto Windows/Glass                                | 5311 | Ice Cream Products                           | 5625 | Textiles and Related Products                |
| 5200                        | Automotive  | 5619 | Industrial Supplies                          | 5629 | Tile and Ceramic Merchandise                 |
| 5306                        | Baked Goods                                       | 5618 | Industrial Tools and Equipment, Machinery    | 5203 | Tires  |
| 5637                        | Bicycles and Related Merchandise                  | 5820 | Iron and Steel                               | 5612 | Tobacco Products                             |
| 5604                        | Books, Magazines, Periodicals, Newspapers         | 5608 | Jewelry                                      | 5632 | Toys and Games                               |
| 5316                        | Bottled Water                                     | 5406 | Lamps, Lights, Shades                        | 5210 | Trailers                                     |
| 5809                        | Building Materials and Supplies                   | 5617 | Leather Goods and Luggage                    | 5214 | Transmissions                                |
| 5800                        | Building/Construction                             | 5814 | Lumber                                       | 5212 | Trucks, Truck Parts                          |
| 5213                        | Buses, Bus Parts                                  | 5302 | Meat and/or Fish                             | 5109 | Uniforms                                     |
| 5614                        | Cameras, Photo Equipment and Supplies             | 5101 | Men's and Boys' Clothing and/or Accessories  | 5900 | Utilities                                    |
| 5304                        | Candy, Nuts and Confectionery                     | 5111 | Millinery and Accessories                    | 5907 | Water  |
| 5104                        | Children's & Infant's Clothing and/or Accessories | 5626 | Miscellaneous Decorative & Display Materials | 5816 | Well Drilling, Water Pumps                   |
| 5602                        | Computer Hardware, Software                       | 5600 | Miscellaneous Products                       | 5811 | Windows, Doors, Glass                        |
|                             |   |      |  | 5102 | Women's & Girls' Clothing and/or Accessories |

## BUSINESS CODES

| SERVICE BUSINESS CODES |   |      |   |      |   |
|------------------------|---|------|---|------|---|
| CODE                   | DESCRIPTION   | CODE | DESCRIPTION                                     | CODE | DESCRIPTION   |
| 2740                   | Accounting  | 2400 | Furniture                                       | 2706 | Photographic, Sound Studios                           |
| 2720                   | Advertising, Public Relations                       | 2904 | Gas   | 2623 | Pools & Related Accessories                           |
| 2631                   | Aircraft and Related Supplies                       | 2204 | Gasoline Service Station                        | 2714 | Printing and Publishing                               |
| 2778                   | Alcoholic Beverage Pick-up & Transport              | 2736 | Governmental Services                           | 2739 | Professional Legal Services                           |
| 2775                   | Apartments, Condominiums, Homeowner Assoc.          | 2749 | Graphics  | 2738 | Professional Medical Services, Health Care            |
| 2100                   | Apparel   | 2762 | Hair Salons, Hair Dressers, Barber Shops        | 2704 | Public Warehousing/Storage                            |
| 2404                   | Appliances  | 2752 | Health Clubs/Programs (Exercise, Tanning, Diet) | 2712 | Radio and TV Repair                                   |
| 2769                   | Appraising  | 2759 | Hospitals, Clinics, Institutions                | 2733 | Real Estate   |
| 2741                   | Architecture & Engineering Services                 | 2701 | Hotels & Motels                                 | 2202 | Recreational Vehicles, Campers                        |
| 2717                   | Athletic Club (Spas, Gyms, etc.)                    | 2768 | Import/Export                                   | 2776 | Recycling Related                                     |
| 2405                   | Audio/Visual (TV, Stereo, Records, CD)              | 2618 | Industrial Tools & Equipment, Machinery         | 2401 | Refinishing, Upholstery, etc.                         |
| 2217                   | Auto Body, Painting                                 | 2755 | Instructions (Dancing, Driving, etc.)           | 2702 | Rooming & Boarding Houses                             |
| 2219                   | Auto Salvage/Junk Yard                              | 2732 | Insurance                                       | 2748 | Sate Deposit Boxes (Post Office, Bank)                |
| 2218                   | Auto Upholstery, Vinyl                              | 2729 | Interior Cleaning/Janitorial, Rug Cleaning      | 2750 | Security Services, Alarms                             |
| 2220                   | Auto Windows/Glass                                  | 2756 | Interior Decorator                              | 2773 | Shipping & Mailing, Couriers                          |
| 2205                   | Automobiles   | 2742 | Investment/Financial Services (Pension Plans)   | 2620 | Signs & Advertising Displays                          |
| 2200                   | Automotive  | 2608 | Jewelry   | 2765 | Snow Removal  |
| 2705                   | Banks   | 2725 | Junk Dealers                                    | 2716 | Social Club (Dating, etc..)                           |
| 2637                   | Bicycles & Related Merchandise                      | 2721 | Landscaping, Lawn Service, Gardening            | 2605 | Sporting Goods & Related Merchandise                  |
| 2213                   | Buses   | 2617 | Leather Goods and Luggage                       | 2906 | Steam   |
| 2751                   | Cable TV  | 2726 | Linen Service & Rentals                         | 2770 | Surveying   |
| 2614                   | Cameras, Photo Equipment & Supplies                 | 2771 | Locksmith                                       | 2902 | Telegraph   |
| 2216                   | Car Wash & Wax                                      | 2728 | Marinas, Boat & Dock Rentals, Bait              | 2901 | Telephone   |
| 2767                   | Casino/Casino Hotel                                 | 2730 | Marine Maintenance & Repairs                    | 2624 | Telephones, Telecommunications Equipment              |
| 2317                   | Catering  | 2601 | Medical Equipment                               | 2203 | Tires   |
| 2764                   | Cemeteries, Crematories                             | 2600 | Miscellaneous Products                          | 2211 | Towing  |
| 2744                   | Charter Fishing                                     | 2700 | Miscellaneous Service                           | 2632 | Toys & Games  |
| 2711                   | Coin Operated Laundries                             | 2753 | Modeling Agencies                               | 2703 | Trailer Parks & Camps                                 |
| 2602                   | Computer Hardware, Software                         | 2621 | Models & Hobby Related Merchandise              | 2210 | Trailers  |
| 2754                   | Consulting Services (All Types)                     | 2638 | Monuments, Caskets & Related Merchandise        | 2214 | Transmissions   |
| 2107                   | Custom Clothing & Tailoring                         | 2201 | Motor Vehicle Dealers (New and/or Used Autos)   | 2734 | Transportation (Limousines, Chauffeurs, Taxis, Buses) |
| 2761                   | Data Processing                                     | 2207 | Motorboats                                      | 2724 | Trash Removal   |
| 2709                   | Dry Cleaning  | 2209 | Motorcycles, Minibikes                          | 2722 | Travel Agencies                                       |
| 2708                   | Duplicating, Photocopying                           | 2215 | Mufflers  | 2743 | Trucking and Moving                                   |
| 2903                   | Electric  | 2606 | Musical Instruments & Related Merchandise       | 2212 | Trucks  |
| 2905                   | Electric and Gas                                    | 2719 | Nursery, Day Care, Camps                        | 2763 | Unions  |
| 2630                   | Electronic Equipment                                | 2747 | Nursing Homes & Convalescent Centers            | 2713 | Upholstery & Furniture Repair, Refinishing            |
| 2779                   | Employer of Domestic/Household Employees            | 2616 | Optical Goods                                   | 2900 | Utilities   |
| 2745                   | Employment Agencies                                 | 2731 | Organizations (Scouts, Fraternal, etc.)         | 2774 | Valet   |
| 2715                   | Entertainment (Amusement, Circus, Movies, & Sports) | 2758 | Parking/Parking Lots                            | 2760 | Veterinarians, Animal Hospitals                       |
| 2718                   | Equipment Rental/Leasing                            | 2757 | Participating Sports (Golf, Bowling, etc.)      | 2772 | Video Rentals & Related                               |
| 2607                   | Farm & Garden Equipment & Supplies                  | 2727 | Pawn Brokers                                    | 2907 | Water   |
| 2300                   | Food  | 2710 | Pest Control                                    | 2777 | Water Systems Related (Purification, Pumps, etc.)     |
| 2106                   | Footwear  | 2723 | Pet Grooming, Boarding, Training, Breeding      | 2766 | Welding   |
| 2737                   | Funeral Services                                    | 2707 | Photo Printing & Processing                     | 2735 | Window Washing  |
|                        |   |      |   | 2746 | Word Processing, Typing, Addressing, etc.             |

## BUSINESS CODES

| WHOLESALE BUSINESS CODES |   |      |  |      |  |
|--------------------------|---|------|--|------|--|
| CODE                     | DESCRIPTION                                 | CODE | DESCRIPTION                                  | CODE | DESCRIPTION                                  |
| 3631                     | Aircraft and Related Supplies               | 3106 | Footwear                                     | 3616 | Optical Goods                                |
| 3314                     | Alcoholic Beverages/Liquor                  | 3103 | Formal Wear (Tuxedos, Bridal Gowns, etc.)    | 3803 | Paint, Wallpaper and Decorating              |
| 3100                     | Apparel                                     | 3303 | Fruit and/or Vegetables                      | 3633 | Paintings, Sculpture and Related Artwork     |
| 3404                     | Appliances, Housewares, Linens              | 3609 | Fuel (Bottled Gas, Kerosene, Charcoal, etc.) | 3628 | Paper and Packaging Products                 |
| 3622                     | Art, Mechanical Drawing & Related Supplies  | 3400 | Furniture                                    | 3635 | Perfumes and Cosmetics                       |
| 3815                     | Asphalt                                     | 3108 | Furriers                                     | 3640 | Pet Supplies                                 |
| 3405                     | Audio/Visual (TV, Stereo, Records, CD)      | 3904 | Gas  | 3313 | Pizza  |
| 3208                     | Auto Parts and Related Products/Accessories | 3500 | General Merchandise                          | 3802 | Plumbing Materials                           |
| 3220                     | Auto Windows/Glass                          | 3615 | Gifts, Souvenirs                             | 3623 | Pools and Related Accessories                |
| 3200                     | Automotive                                  | 3301 | Grocery Items                                | 3202 | Recreational Vehicles, Campers               |
| 3306                     | Baked Goods                                 | 3634 | Hair Grooming Supplies                       | 3639 | Religious Articles, Clothing & Related       |
| 3637                     | Bicycles and Related Merchandise            | 3813 | Hardware                                     | 3807 | Roofing Materials                            |
| 3604                     | Books, Magazines, Periodicals, Newspapers   | 3315 | Health Food Products                         | 3403 | Second Hand Items/Antiques                   |
| 3316                     | Bottled Water                               | 3810 | Heating, Ventilation and Air Conditioning    | 3822 | Siding (Aluminum, Brickface, Stucco)         |
| 3809                     | Building Materials and Supplies             | 3401 | Household Furniture and Furnishings          | 3620 | Signs and Advertising Displays               |
| 3800                     | Building/Construction                       | 3610 | Ice  | 3636 | Soaps, Detergents, etc.                      |
| 3213                     | Buses, Bus Parts                            | 3311 | Ice Cream Products                           | 3307 | Specialty Foods                              |
| 3614                     | Cameras, Photo Equipment and Supplies       | 3619 | Industrial Supplies                          | 3605 | Sporting Goods and Related Merchandise       |
| 3304                     | Candy, Nuts and Confectionery               | 3618 | Industrial Tools and Equipment, Machinery    | 3603 | Stamps, Coins, Gold, Precious Metals, etc.   |
| 3104                     | Children's & Infant's Clothing and/or       | 3820 | Iron and Steel                               | 3613 | Stationery, Greeting Cards, School Supplies  |
|                          | Accessories                                 | 3608 | Jewelry                                      | 3906 | Steam  |
| 3602                     | Computer Hardware, Software                 | 3406 | Lamps, Lights, Shades                        | 3902 | Telegraph                                    |
| 3808                     | Concrete                                    | 3617 | Leather Goods and Luggage                    | 3901 | Telephone                                    |
| 3627                     | Containers (Industrial/Commerical)          | 3814 | Lumber                                       | 3624 | Telephones, Telecommunications Equipment     |
| 3110                     | Costumes                                    | 3302 | Meat and/or Fish                             | 3625 | Textiles and Related Products                |
| 3305                     | Dairy Products                              | 3101 | Men's and Boys' Clothing and/or Accessories  | 3629 | Tile and Ceramic Merchandise                 |
| 3601                     | Drugs & Medical Supplies, Medical Equipment | 3111 | Millinery and Accessories                    | 3203 | Tires  |
| 3502                     | Dry Goods                                   | 3626 | Miscellaneous Decorative & Display Materials | 3612 | Tobacco Products                             |
| 3903                     | Electric                                    | 3600 | Miscellaneous Products                       | 3632 | Toys and Games                               |
| 3905                     | Electric and Gas                            | 3621 | Models and Hobby Related Merchandise         | 3210 | Trailers                                     |
| 3804                     | Electrical Materials                        | 3638 | Monuments, Caskets & Related Merchandise     | 3214 | Transmissions                                |
| 3630                     | Electronic Equipment                        | 3201 | Motor Vehicles                               | 3212 | Trucks, Truck Parts                          |
| 3812                     | Energy Conservation Related                 | 3207 | Motorboats                                   | 3109 | Uniforms                                     |
| 3105                     | Family Clothing                             | 3209 | Motorcycles, Minibikes                       | 3900 | Utilities                                    |
| 3607                     | Farm and Garden Equipment and Supplies      | 3215 | Mufflers                                     | 3907 | Water  |
| 3823                     | Fencing                                     | 3606 | Musical Instruments & Related Merchandise    | 3816 | Well Drilling, Water Pumps                   |
| 3611                     | Flowers and Related Merchandise             | 3318 | Non-Alcoholic Beverages                      | 3811 | Windows, Doors, Glass                        |
| 3300                     | Food  | 3402 | Office Furniture and Furnishings             | 3102 | Women's & Girls' Clothing and/or Accessories |

## BUSINESS CODES

| MISCELLANEOUS WITHHOLDER CODES |   |      |  |      |  |
|--------------------------------|---|------|--|------|--|
| CODE                           | DESCRIPTION                                       | CODE | DESCRIPTION                                  | CODE | DESCRIPTION                                  |
| 2781                           | Pension Plan Withholders                          | 1823 | Fencing                                      | 1606 | Musical Instruments & Related Merchandise    |
| 2779                           | Employer of Domestic Household Employees          | 1611 | Flowers and Related Merchandise              | 1318 | Non-Alcoholic Beverages                      |
|                                | <b>MANUFACTURING BUSINESS CODES</b>               | 1300 | Food   | 1402 | Office Furniture and Furnishings             |
| 1631                           | Aircraft and Related Supplies                     | 1106 | Footwear                                     | 1616 | Optical Goods                                |
| 1314                           | Alcoholic Beverages/Liquor                        | 1103 | Formal Wear (Tuxedos, Bridal Gowns, etc.)    | 1803 | Paint, Wallpaper and Decorating              |
| 1100                           | Apparel   | 1303 | Fruit and/or Vegetables                      | 1633 | Paintings, Sculpture and Related Artwork     |
| 1404                           | Appliances, Housewares, Linens                    | 1609 | Fuel (Bottled Gas, Kerosene, Charcoal, etc.) | 1628 | Paper and Packaging Products                 |
| 1622                           | Art, Mechanical Drawing & Related Supplies        | 1400 | Furniture                                    | 1635 | Perfumes and Cosmetics                       |
| 1815                           | Asphalt   | 1108 | Furriers                                     | 1640 | Pet Supplies                                 |
| 1405                           | Audio/Visual (TV, Stereo, Records, CD)            | 1904 | Gas  | 1313 | Pizza  |
| 1208                           | Auto Parts and Related Products/Accessories       | 1500 | General Merchandise                          | 1802 | Plumbing Materials                           |
| 1220                           | Auto Windows/Glass                                | 1615 | Gifts, Souvenirs                             | 1623 | Pools and Related Accessories                |
| 1200                           | Automotive  | 1301 | Grocery Items                                | 1202 | Recreational Vehicles, Campers               |
| 1306                           | Baked Goods                                       | 1634 | Hair Grooming Supplies                       | 1807 | Roofing Materials                            |
| 1637                           | Bicycles and Related Merchandise                  | 1813 | Hardware                                     | 1822 | Siding (Aluminum, Brickface, Stucco)         |
| 1604                           | Books, Magazines, Periodicals, Newspapers         | 1315 | Health Food Products                         | 1620 | Signs and Advertising Displays               |
| 1316                           | Bottled Water                                     | 1810 | Heating, Ventilation and Air Conditioning    | 1636 | Soaps, Detergents, etc.                      |
| 1809                           | Building Materials and Supplies                   | 1401 | Household Furniture and Furnishings          | 1307 | Specialty Foods                              |
| 1800                           | Building/Construction                             | 1610 | Ice  | 1605 | Sporting Goods and Related Merchandise       |
| 1213                           | Buses, Bus Parts                                  | 1311 | Ice Cream Products                           | 1603 | Stamps, Coins, Gold, Precious Metals, etc.   |
| 1614                           | Cameras, Photo Equipment and Supplies             | 1619 | Industrial Supplies                          | 1613 | Stationery, Greeting Cards, School Supplies  |
| 1304                           | Candy, Nuts and Confectionery                     | 1618 | Industrial Tools and Equipment, Machinery    | 1906 | Steam  |
| 1104                           | Children's & Infant's Clothing and/or Accessories | 1820 | Iron and Steel                               | 1902 | Telegraph                                    |
| 1602                           | Computer Hardware, Software                       | 1608 | Jewelry                                      | 1901 | Telephone                                    |
| 1808                           | Concrete  | 1406 | Lamps, Lights, Shades                        | 1624 | Telephones, Telecommunications Equipment     |
| 1627                           | Containers (Industrial/Commercial)                | 1617 | Leather Goods and Luggage                    | 1625 | Textiles and Related Products                |
| 1110                           | Costumes  | 1814 | Lumber                                       | 1629 | Tile and Ceramic Merchandise                 |
| 1107                           | Custom Clothing and Tailoring                     | 1302 | Meat and/or Fish                             | 1203 | Tires  |
| 1305                           | Dairy Products                                    | 1101 | Men's and Boys' Clothing and/or Accessories  | 1612 | Tobacco Products                             |
| 1601                           | Drugs & Medical Supplies, Medical Equipment       | 1111 | Millinery and Accessories                    | 1632 | Toys and Games                               |
| 1502                           | Dry Goods   | 1626 | Miscellaneous Decorative & Display Materials | 1210 | Trailers                                     |
| 1903                           | Electric  | 1600 | Miscellaneous Products                       | 1214 | Transmissions                                |
| 1905                           | Electric and Gas                                  | 1621 | Models and Hobby Related Merchandise         | 1212 | Trucks, Truck Parts                          |
| 1804                           | Electrical Materials                              | 1638 | Monuments, Caskets & Related Merchandise     | 1109 | Uniforms                                     |
| 1630                           | Electronic Equipment                              | 1201 | Motor Vehicles                               | 1900 | Utilities                                    |
| 1812                           | Energy Conservation Related                       | 1207 | Motorboats                                   | 1907 | Water  |
| 1105                           | Family Clothing                                   | 1209 | Motorcycles, Minibikes                       | 1816 | Well Drilling, Water Pumps                   |
| 1607                           | Farm and Garden Equipment and Supplies            | 1215 | Mufflers                                     | 1811 | Windows, Doors, Glass                        |
|                                |   |      |  | 1102 | Women's & Girls' Clothing and/or Accessories |

State of New Jersey  
DEPARTMENT OF THE TREASURY  
UNCLAIMED PROPERTY  
PO Box 214  
Trenton, New Jersey 08695-0214

Phone (609) 984-5214  
FAX # (609) 984-0593

UNCLAIMED PROPERTY REPORT - HOLDER INFORMATION

Holder’s Federal Employer Tax ID No: \_\_\_\_\_Property Abandoned as of: June 30, \_\_\_\_\_

Business code: \_\_\_\_\_December 31, \_\_\_\_\_

Holder Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Holder Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_ or State of Incorporation of the Intermediary: \_\_\_\_\_

Report Contact: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Report Contact E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

If this report includes property held by subsidiary companies, list the names and Federal Tax ID numbers of those companies:

\_\_\_\_\_

\_\_\_\_\_

List the name(s) and Federal Tax ID number(s) of all previous holders of the property if you are a successor. If you have changed your name during the time in which you held the property, list the prior name(s) and Federal Tax ID Number(s):

\_\_\_\_\_

\_\_\_\_\_

☐ Magnetic Media☐ Paper Report UP-2

| REPORT TOTAL |            |                 |                         |
|--------------|------------|-----------------|-------------------------|
| CASH         | SECURITIES | NUMBER OF ITEMS | NUMBER OF PAGES / MEDIA |
| \$ _____     | _____      | _____           | _____                   |

PLEASE FILL THIS SECTION OUT COMPLETELY

SECURITIES:

Are All Splits Included☐ YES☐ NODates \_\_\_\_\_

Explanation: \_\_\_\_\_

Are All Spinoffs Included☐ YES☐ NODates \_\_\_\_\_

Explanation: \_\_\_\_\_

Is the issue remitted the same as the issue in the owner’s possession? .....☐ YES☐ NO

CERTIFICATION:

I hereby certify that this report was prepared on \_\_\_\_\_ and is a true and accurate statement of all unclaimed property held as of the close of the report cycle, updated for appropriate interest/income/dividends to the date of this report. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment according to law.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

Report Status: \_\_\_\_\_Remitted: Cash \$ \_\_\_\_\_

Securities: \_\_\_\_\_

☐ HOLDER ADDED ..... Date: \_\_\_\_\_

☐ REPORT ADDED ..... Date: \_\_\_\_\_

☐ REPORT VERIFIED ..... Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

☐ OWNERS ADDED ..... Date: \_\_\_\_\_

☐ OWNERS VERIFIED ..... Date: \_\_\_\_\_

Employee: \_\_\_\_\_

Employee: \_\_\_\_\_

COMMENT: \_\_\_\_\_

JOBS RUN: \_\_\_\_\_Date: \_\_\_\_\_

Funds:☐ Personal☐ Personal Property

☐ County Deposit☐ Life Insurance

☐ Child Support☐ Audit

☐ RTC



State of New Jersey  
DIVISION OF TAXATION  
PROPERTY ADMINISTRATION

UNCLAIMED PROPERTY REPORT - OWNER INFORMATION  
(Omit all punctuation)

Page \_\_\_\_\_ of \_\_\_\_\_

For Period Ended  
\_\_\_\_\_ 20\_\_\_\_

HOLDER

REC NO.

|                          |                    |                                   |                        |      |                                      |              |                     |                 |         |                 |                       |
|--------------------------|--------------------|-----------------------------------|------------------------|------|--------------------------------------|--------------|---------------------|-----------------|---------|-----------------|-----------------------|
| OWNER LAST NAME          |                    | FIRST NAME                        |                        | M.I. | SUFFIX                               | OWNER ID/SS# |                     | NO. OF OWNERS   |         | OWNERSHIP TITLE |                       |
| OWNER ADDRESS STREET 1   |                    |                                   | OWNER ADDRESS STREET 2 |      |                                      |              | CITY                |                 | STATE   | ZIP             | COUNTRY (IF NOT U.S.) |
| PROPERTY CODE            | PROPERTY ID NUMBER |                                   | DATE (MM DD YY)        |      | CASH REPORTED                        |              | SECURITIES REPORTED | TRANSFER METHOD | CUSIP # |                 |                       |
| OWNER CERTIFICATE ID NO. |                    | DATED DATE OF REMITTED SECURITIES |                        |      | DESCRIPTION OF PROPERTY / ISSUE NAME |              |                     |                 |         |                 |                       |
| CASH DIVIDEND(s)         |                    |                                   |                        |      |                                      |              |                     |                 |         |                 |                       |
| From:                    |                    |                                   |                        |      | To:                                  |              |                     |                 |         |                 |                       |

REC NO.

|                          |                    |                                   |                        |      |                                      |              |                     |                 |         |                 |                       |
|--------------------------|--------------------|-----------------------------------|------------------------|------|--------------------------------------|--------------|---------------------|-----------------|---------|-----------------|-----------------------|
| OWNER LAST NAME          |                    | FIRST NAME                        |                        | M.I. | SUFFIX                               | OWNER ID/SS# |                     | NO. OF OWNERS   |         | OWNERSHIP TITLE |                       |
| OWNER ADDRESS STREET 1   |                    |                                   | OWNER ADDRESS STREET 2 |      |                                      |              | CITY                |                 | STATE   | ZIP             | COUNTRY (IF NOT U.S.) |
| PROPERTY CODE            | PROPERTY ID NUMBER |                                   | DATE (MM DD YY)        |      | CASH REPORTED                        |              | SECURITIES REPORTED | TRANSFER METHOD | CUSIP # |                 |                       |
| OWNER CERTIFICATE ID NO. |                    | DATED DATE OF REMITTED SECURITIES |                        |      | DESCRIPTION OF PROPERTY / ISSUE NAME |              |                     |                 |         |                 |                       |
| CASH DIVIDEND(s)         |                    |                                   |                        |      |                                      |              |                     |                 |         |                 |                       |
| From:                    |                    |                                   |                        |      | To:                                  |              |                     |                 |         |                 |                       |

REC NO.

|                          |                    |                                   |                        |      |                                      |              |                     |                 |         |                 |                       |
|--------------------------|--------------------|-----------------------------------|------------------------|------|--------------------------------------|--------------|---------------------|-----------------|---------|-----------------|-----------------------|
| OWNER LAST NAME          |                    | FIRST NAME                        |                        | M.I. | SUFFIX                               | OWNER ID/SS# |                     | NO. OF OWNERS   |         | OWNERSHIP TITLE |                       |
| OWNER ADDRESS STREET 1   |                    |                                   | OWNER ADDRESS STREET 2 |      |                                      |              | CITY                |                 | STATE   | ZIP             | COUNTRY (IF NOT U.S.) |
| PROPERTY CODE            | PROPERTY ID NUMBER |                                   | DATE (MM DD YY)        |      | CASH REPORTED                        |              | SECURITIES REPORTED | TRANSFER METHOD | CUSIP # |                 |                       |
| OWNER CERTIFICATE ID NO. |                    | DATED DATE OF REMITTED SECURITIES |                        |      | DESCRIPTION OF PROPERTY / ISSUE NAME |              |                     |                 |         |                 |                       |
| CASH DIVIDEND(s)         |                    |                                   |                        |      |                                      |              |                     |                 |         |                 |                       |
| From:                    |                    |                                   |                        |      | To:                                  |              |                     |                 |         |                 |                       |

REC NO.

|                          |                    |                                   |                        |      |                                      |              |                     |                 |         |                 |                       |
|--------------------------|--------------------|-----------------------------------|------------------------|------|--------------------------------------|--------------|---------------------|-----------------|---------|-----------------|-----------------------|
| OWNER LAST NAME          |                    | FIRST NAME                        |                        | M.I. | SUFFIX                               | OWNER ID/SS# |                     | NO. OF OWNERS   |         | OWNERSHIP TITLE |                       |
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| CASH DIVIDEND(s)         |                    |                                   |                        |      |                                      |              |                     |                 |         |                 |                       |
| From:                    |                    |                                   |                        |      | To:                                  |              |                     |                 |         |                 |                       |